UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
I MEFO 5000.3A
SSEC
AUG 1 0 2016

I MARINE EXPEDITIONARY FORCE ORDER 5000.3A

From: Commanding General
To: I Marine Expeditionary Force (I MEF)

Subj: I MARINE EXPEDITIONARY FORCE STAFF REGULATIONS (SHORT TITLE: I MEF
       STAFF REGS)

Ref: (a) US NAVY Regulations, 1990
       (b) SECNAVINST M-5216.5, Navy Correspondence Manual
       (c) Marine Corps Manual (MCM)
       (d) FMFM 3-1, Command and Staff Action
       (e) MCWP 5-1, Marine Corps Planning Process
       (f) MCWP 6-2, MAGTF Command and Control
       (g) I MEF Development of the 1st MEB
       (h) I MEF Capstone 2014-2017
       (i) I MEF FY 16 Campaign Plan

1. Situation

    a. References. References (a) through (i) are the primary sources of
information relative to the I MEF mission, organization and operation of the
Command Element (CE). This Order will amplify and clarify existing doctrine
and accepted practices as delineated in the references.

    b. I MEF Directives Relationship. The I MEF Staff Regulations is one of
three foundational documents, along with the I MEF Capstone and the I MEF
Fiscal Year (FY) Campaign Plan. These documents facilitate the MEF realizing
the CG's intent. The I MEF Capstone provides the commander the ability to
define future desired conditions and conditions beyond a one-year planning and
execution cycle, and direct action to move the MEF towards that desired state.
The I MEF FY Campaign Plan provides direction to execute commander's guidance
in accordance with (IAW) the Capstone document. This execution is informed by
the procedures and processes outlined in the I MEF Staff Regulations.

2. Cancellation. I MEFO P5000.3 Ch 1

3. Mission. This Order publishes procedures, processes, and administrative
guidance in order to guide efficient and effective staff action.

4. Execution. This Order contains major chapter, paragraph, and
organizational changes, and should be reviewed in its entirety. This Order
contains the following chapters, Chapter 1 – Command and Control (C2), which
broadly defines the I MEF Mission and Organizational responsibilities;
Chapter 2 – Staff Organization and Functions, which describes the Staff and I
MEF Headquarters Group (MHG) Organization and Functions; Chapter 3 – Staff
Battle Rhythm, which highlights the staff synchronization of events; Chapter
4 – Staff Administration, which contains administrative support functions;

and Chapter 5 – List of Acronyms and Abbreviations, which contains a glossary of commonly used acronyms and terms.

5. <u>Administration and Logistics</u>. Recommendations for changes to this Order are invited and should be submitted to the I MEF Staff Secretary (SSEC).

6. <u>Command and Signal</u>

    a. <u>Command</u>. This Order is applicable to the I MEF, CE.

    b. <u>Signal</u>. This Order is effective the date signed.

M. L .JONES
Chief of Staff

Distibution: I, II

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Chapter 1 - Command and Control

Section 1 - Organization & Responsibilities

1. <u>Mission</u>. When directed, I MEF deploys and is employed as a Marine Air Ground Task Force (MAGTF) in support of Combatant Commander (COCOM) requirements for contingency response or Major Theater War; with appropriate augmentation, serves as the core element of a Joint Task Force (JTF); prepares and deploys combat ready MAGTFs to support COCOM presence and crisis response; and supports service and COCOM initiatives as required.

2. <u>I MEF Command Element Organization</u>

   a. The I MEF Command Element (CE) consists of the Commanding General (CG), Deputy Commanding General (DCG), Chief of Staff (C/S), Force Sergeant Major (SgtMaj), Force Command Master Chief (CMDCM), the Command Section Staff, the General Staff and the Special Staff as depicted in Figure 1-1.
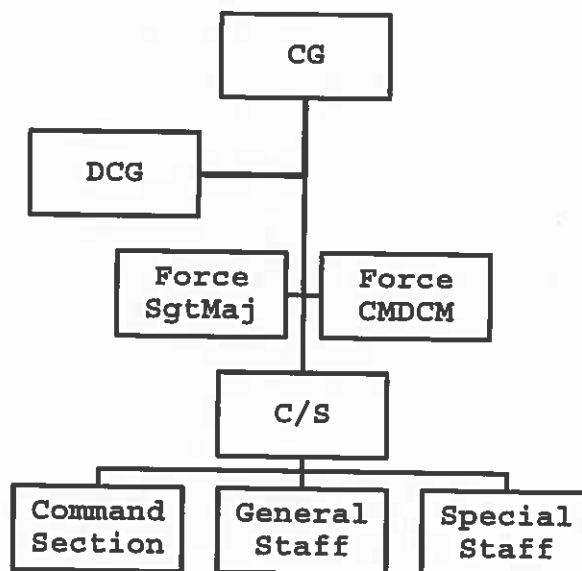
Figure 1-1: I MEF CE Organizational Chart

   b. <u>Relationship of the General, Special and Command Section Staffs</u>. All General, Special and Command Section staff officers are responsible to the CG for the performance of their duties. General, Special and Command Section staffs work through the C/S.

   c. <u>Relationship of the I MEF CE Staff to the 1ˢᵗ MEB CE Staff</u>. In accordance with reference (g), the MEB CE will be formed from the I MEF CE with support from the MEF Headquarters Group (MHG) and Major Subordinate Elements (MSEs).

   d. <u>Current Scope</u>. An applicable organizational chart and functions of the CG, DCG, C/S, General, Special and Command Section Staffs within the I MEF CE can be found in Chapter 2 of this Order.

   e. <u>Terms of Reference</u>. Throughout the I MEF Staff Regulations, the term "Division" is used to describe the General Staff and the term "Section" to describe the Special Staff.

Section 2 – Commander's Intent

1. <u>Purpose</u>. Provide guidance for the execution of I MEF CE staff functioning and staff action.

2. <u>Method</u>

   a. <u>Staff Organization and Functioning</u>. The I MEF CE is organized as a traditional Title 10 garrison staff. The Staff uses Knowledge Management (KM) to integrate people and processes, enabled by technology, to facilitate the exchange of operationally relevant information and expertise to increase organizational performance.

   b. <u>Primary staff functions</u>

      (1) Development and transmission of precise guidance and practical tasking.

      (2) Articulation of priorities.

      (3) Allocation of resources across the MAGTF.

      (4) Coordination within the commander's intent.

      (5) Shaping coordination and filtering information and tasking from higher, adjacent and subordinate headquarters (HQ).

      (6) Development of integrated solutions that incorporate the unique perspective of all staff sections and commands.

   c. <u>Primacy of staff action</u>. The primacy of I MEF CE functioning is to facilitate the CG in his decision-making and to support I MEF MSC/MSE task execution.

      (1) <u>Commander's Involvement</u>. Ultimately all functions and actions are expected to support the commander and are executed within the authority of the commander. Staff functioning is considered both an art and science. Executing the direction provided by the Staff Regulations within the prescribed I MEF Battle Rhythm is the "science." Identification of decision points to involve the commander and the framing of problems for the commander's guidance is the "art." Effective staff functioning requires early and continual command involvement. Efficient staff functioning requires the presentation of pertinent information when appropriate.

      (2) <u>MSC/MSE Execution</u>. MSCs/MSEs plan, coordinate and execute the majority of the I MEF tasks, not the I MEF CE. Accordingly, only the Commander has the authority to say "no" to an MSC/MSE request or a higher headquarters tasking. The appropriate level of command will be notified prior to a staff section providing a negative response to a subordinate command.

   d. <u>Mission Order Tasking</u>. Trust tactics work in both combat and in garrison. Mission Order Tasks express explicitly "who," "what," "where," "when," and "why," with particular emphasis on purpose (why); the "how" of the execution is delegated to the subordinate commander to develop. Mission order tasking relies on decentralized execution by subordinate commands. Orders and plans are brief and simple, relying on implicit communication and trust between commanders and staffs.

e. <u>Subordinate Command Responsibility</u>. Subordinate commanders decide how to best achieve their missions within delegated freedom of action and exercise initiative during execution while retaining the responsibility to fulfill the Commander's intent.

f. <u>Criticality of Time</u>. Effective and efficient staff actions provide the MSCs/MSEs with adequate time to plan, coordinate and execute tasks. Allocate one third (1/3) of time available for MEF CE action and two thirds (2/3) for subordinate planning, coordination and execution. Orders will be mission type with emphasis on task organization, mission end state, Commander's intent, and the parameters for execution.

g. <u>Feasibility Of Support (FOS) Request</u>. A I MEF FOS request will always be treated and presented to our MSCs/MSEs as a FOS. If the HHQ's intent is to direct tasking, regardless of I MEF response, this intent will be clearly articulated to our MSCs/MSEs. All FOS requests must be carefully considered by our MSCs/MSEs and every FOS response will include detailed analysis and articulation of risk and impacts approved by the commander.

h. <u>Higher Headquarters (HHQ) Interaction</u>. All HHQ tasks and requests will receive priority consideration. Responses will be provided within designated suspense; as practical, I MEF will request a minimum of 5 working days to conduct analyses and respond. Negative responses to HHQ tasks and requests will be provided to the command for approval prior to submission.

i. <u>I MEF CE Priority of Effort</u>. Priority for I MEF CE during the near-term time horizon is Title 10; man, train, and equip. However, I MEF must develop and maintain a relevant crisis response capability. Daily staff functioning will always consider the balance of force provision and crisis response.

3. <u>End State</u>

a. Staff functions and processes clearly defined and ingrained across the staff.

b. Commander's Intent developed and understood for all staff functions.

c. Commander's Decision Points identified and information presented for timely decision and guidance.

d. Staff actions undertaken to support MSC execution.

e. Staff actions generate integrated, practical solutions.

Chapter 2 - Staff Organization and Functions

Section 1 - General Staff

1. Command Element

   a. Command Group

      (1) Commanding General

         (a) Scope. The CG commands all I MEF assigned forces and prepares to assume operational control of additional forces as directed.

         (b) Functions

            1. Ensures I MEF combat readiness in support of (ISO) I MEF Core Competencies.

            2. Prepares and executes crisis response and operations plans (OPLAN)/concept plans (CONPLANS) when directed.

            3. Man, train, equip, and when directed, provides combat ready Marine forces and force packages IAW I MEF Core Competencies, service, and combatant commander initiatives.

      (2) Deputy Commanding General

         (a) Scope. The DCG is directly responsible to the CG.

         (b) Functions

            1. Conducts the day-to-day functioning of I MEF as directed by the CG.

            2. Succeeds to command during such periods when the CG is away from the I MEF CE.

            3. Serve, when directed by the CG, I MEF, as the CG, 1st MEB.

      (3) Force Sergeant Major

         (a) Scope. The Force SgtMaj is directly responsible to the CG.

         (b) Functions

            1. Acts as the principal enlisted advisor to the CG on all matters pertaining to enlisted personnel.

            2. Acts as a member of the CG's party on visits and readiness evaluations/inspection trips when enlisted personnel are involved.

            3. Assists the CG in the conduct of request mast for enlisted personnel.

            4. Coordinates and consults with the CMDCM for all matters involving Navy enlisted personnel.

<u>5</u>. Participates in ceremonies, briefings, conferences, and other functions as designated by the CG.

<u>6</u>. Serves as the senior enlisted member for the I MEF meritorious SNCO and NCO boards.

<u>7</u>. Serves as the senior enlisted member for all NCO/Marine of the Quarter and NCO/Marine of the Year boards.

<u>8</u>. Coordinates directly with Sergeant Major of the Marine Corps (SMMC) regarding Marine Corps enlisted matters when required.

(4) <u>Command Master Chief</u>

(a) <u>Scope</u>. The CMDCM is directly responsible to the CG.

(b) <u>Functions</u>

<u>1</u>. Advises the CG, staff, and unit commanders regarding Navy policy for Navy enlisted matters.

<u>2</u>. Advises the CG, I MHG Commanding Officer, Force Surgeon, Force Chaplain, and Force Dental Officer on all matters pertaining to the morale, welfare, utilization, and training of Navy enlisted members.

<u>3</u>. Accompanies the CG and the I MEF Surgeon on staff visits and official functions as appropriate.

<u>4</u>. Interfaces with the AC/S G-1 on Navy personnel and administrative matters relative to the functioning of the Navy Personnel Services Detachment.

<u>5</u>. Serves as senior enlisted member for the I MEF Meritorious Junior and Senior Sailor of the Year Boards. Serves as overall coordinator for I MEF's Sailor of the Year Program.

<u>6</u>. Coordinates directly with Master Chief Petty Officer of the Navy (MCPON) regarding Navy enlisted matters when required.

(5) <u>Chief of Staff</u>

(a) <u>Scope</u>. The C/S is directly responsible to the CG and DCG for the coordination of activities of the Staff.

(b) <u>I MEF Command Section Organization</u>. The I MEF Command Section consists of the SSEC, Foreign Disclosure Officer (FDO), Protocol Officer, and Security Manager, as depicted in Figure 2-1.

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│    Staff    │
│  Secretary  │
└─────────────┘
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┌──────────┐   ┌────────────┐   ┌────────────┐
│ Protocol │   │  Security  │   │  Foreign   │
│          │   │ Management │   │ Disclosure │
└──────────┘   └────────────┘   └────────────┘
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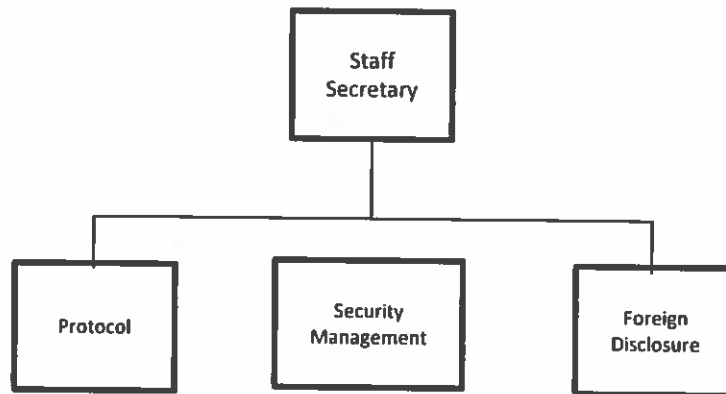
Figure 2-1: Command Section Organizational Chart

(c) <u>Functions</u>

<u>1</u>.   Informs the CG and DCG about current and developing situations.

<u>2</u>.   Reviews and submits staff products for CG approval.

<u>3</u>.   Receives decisions from the CG, assigns and allocates the detailed work for preparing plans, orders, and instructions to implement those decisions.

<u>4</u>.   Coordinates the promulgation of approved plans, orders, directives, and instructions to elements within the command.

<u>5</u>.   Issues staff instructions for implementation of the CG's direction and guidance.

<u>6</u>.   Reviews and submits reports for CG approval and directs distribution.

<u>7</u>.   Observes and assesses execution of the CG's plans, orders, and instructions and recommends supplemental or corrective action as necessary.

<u>8</u>.   Confirms MSCs are aware of requirements thereby ensuring the CG receives timely, accurate, and complete information.

<u>9</u>.   Ensures close and continuous coordination with higher, adjacent, subordinate, and supported units.

<u>10</u>.   Approves office calls for the CG and the DCG and, as appropriate, receives visitors.

<u>11</u>.   Represents the CG and DCG when directed.

<u>12</u>.   Directs the I MEF Staff Battle Rhythm.

b.   <u>Command Section</u>

(1) <u>Staff Secretary</u>

(a) <u>Scope</u>.   The SSEC is the principal staff assistant to the C/S for matters pertaining to staff functioning of the command.

(b) Functions

1. Coordinates the actions of the Command Section to include the CG's, SgtMaj's and CMDMC's personal staffs.

2. Directs and supervises the administrative functioning of the offices of the CG, DCG, and the C/S.

3. Reviews all correspondence for the CG, DCG, and C/S. Ensures these documents are properly assembled, staffed, and processed by all interested staff sections.

4. Manages the I MEF Task Tracker.

5. When directed by the C/S, assigns actions and suspense dates to staff principals.

6. Assists the C/S in maintaining the I MEF Staff Battle Rhythm.

7. Coordinates the CG's and the C/S's staff meetings.

8. Maintains C/S's daily schedule, to include coordinating and scheduling office calls with the C/S.

9. Supervises the SSEC Marines, Military Secretary, Protocol Officer, and Security Manager in the performance of duties.

10. ICW the G3, coordinates new staff member orientation training.

11. ICW the G6, oversees I MEF CE Outlook Exchange command distribution lists.

(2) Protocol

(a) Scope. The Protocol Officer is directly responsible to the CG for all matters pertaining to protocol.

(b) Functions

1. Plans and develops itineraries for review to by the CG, DCG, and C/S for all Very Important Person (VIP) and command visits. VIPs include: all Federal, State, and local officials; U.S. General/Flag Officers; and foreign military and civilian dignitaries. Foreign visitors participating in an exercise are handled by the exercise project officer.

2. Coordinates all support requirements with G-3, Current Operations (COPS). The Distinguished Visitors Working Group (DVWG) will be used when applicable to develop itineraries.

3. Coordinates with Marine Corps Installations West (MCI WEST) or the Marine Corps Base Camp Pendleton Operations and Training, Section to obtain operational and training support for VIP visits and develop itineraries.

4. Coordinates General Officer requirements, when applicable, through MSCs, MCI WEST and Marine Corps Recruit Depot (MCRD) San Diego.

(3) Security Manager

(a) Scope. The Security Manager is directly responsible to the CG for matters pertaining to information and personnel security classified at a "Top Secret" level and below and non-SCI.

(b) Functions

1. Develops and manages the Command Information and Personnel Security Program.

2. Formulates and coordinates the command's annual security awareness and education program. Schedules mobile security training teams to Camp Pendleton in conjunction with (ICW) the base Security Manager.

3. Develops the command's Visitor Control Program to strictly control access to classified information IAW statues, regulations, and directives. Manages the submission of visit certifications to other commands, agencies and organizations.

4. Ensures all personnel who possess access to classified material or who wish to submit clearance packages have the appropriate need to know and qualifications.

5. Ensures all personnel who leave the command due to retirement, separation, or relief for cause have completed a security termination statement.

6. Retains records of all command security position appointment letters.

7. Ensures all personnel execute a Non-disclosure Agreement (SF-312) prior to granting access and forwards all originals to Headquarters Marine Corps (HQMC).

8. Performs and documents annual site assist visits of MSCs/MSEs.

9. Ensures immediate and appropriate action is taken in response to security violations committed within the command when reported.
10. Coordinates with the Information Assurance (IA) manager on common security concerns. Develops policies to address and mitigate security vulnerabilities.

11. Develops and maintains the Command Industrial Security Program.

12. Submits incident reports via Joint Personnel Adjudication System (JPAS) to the Department of the Navy Central Adjudication Facility (DONCAF) via JPAS IAW Chief of Naval Operations (CNO) Instruction.

13. Coordinates and deconflicts GENSER SM functions with the I MEF SSO, who has oversight over SCI information, installation, and personal security requirements.

(5) Senior Reserve Integration Officer. The Senior Reserve Integration Officer is directly responsible to advise the CG on all matters pertaining to reserve integration into the Force. The Senior Reserve

Integration Officer coordinates across the staff to assist in development of I MEF policies that affect reserve integration. An Active Reserve (AR) colonel is the Senior Reserve Integration Officer in the MEF and will be assigned appropriate duties based upon the officer's previous background and experience.

(6) Center for Naval Analyses (CNA). The CNA representative is responsible for providing operations analysis on directed issues. The CNA representative also provides advice and analytical support to the Commander and staff. The CNA representative is assigned to the Commanding General as Special Staff, and reports to the Chief of Staff. The G-3 Section provides administrative support.

(7) Foreign Disclosure Officer (FDO). Coordinates with the Foreign Disclosure Office in Washington D.C. and subordinate commands in support of visits by foreign visitors when visit requests originate from a foreign embassy or other channels outside the Department of Defense (DoD).

2. Assistant Chief of Staff, G-1

a. Scope. The Assistant Chief of Staff, G-1 (AC/S G-1) is directly responsible to the CG for matters pertaining to personnel management, internal organization, casualty reporting, manpower, and personnel policy (to include joint service personnel assigned within I MEF and coalition force personnel serving within I MEF).

b. G-1 Organization. The G-1 Division consists of the Adjutant; Operations & Plans, Total Force Manpower & Personnel; Reserve Liaison, Civilian Human Resources; Career Planner; and Navy Administration sections as depicted in Figure 2-2.
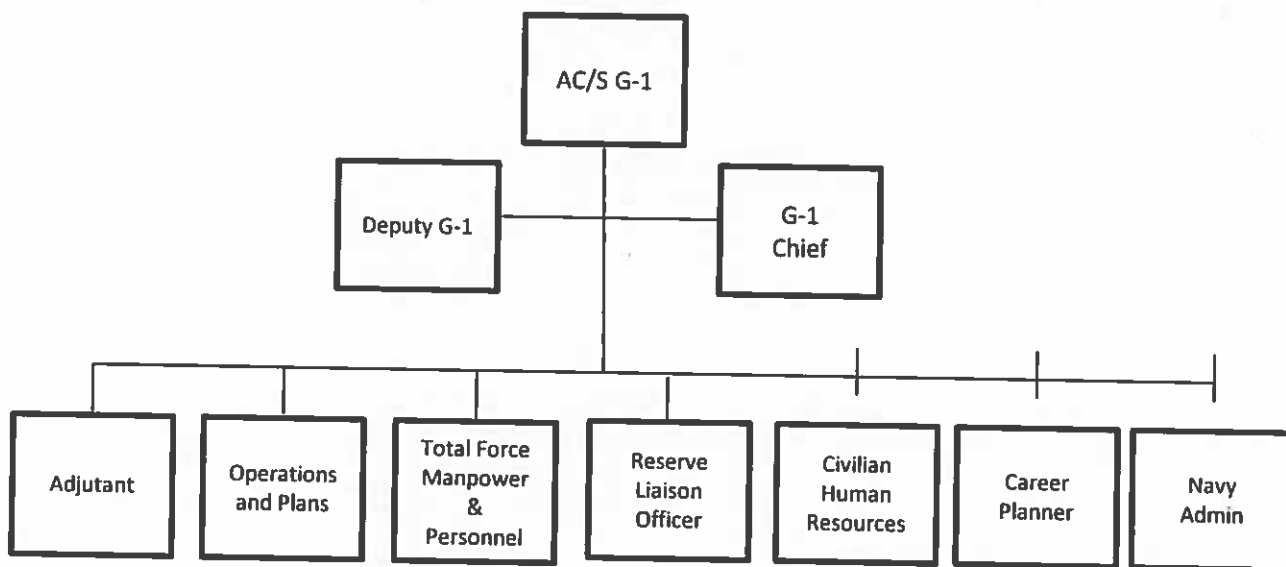

Figure 2-2: G-1 Organizational Chart

c. Functions

(1) Adjutant. The Adjutant is responsible for general correspondence routing and processing, central files and directives, awards and fitness report processing policy. Significant Adjutant functions include:

(a) Processes and routes all incoming correspondence to appropriate General Staff or Special Staff.

(b) Serves as the primary control officer for all unclassified material addressed to the CG, I MEF.

(c) Reviews all I MEF orders, directives, bulletins and related correspondence and maintains an archive of all signed documents. The Adjutant coordinates with the IMO to post applicable documents for wider distribution.

(d) Processes all award recommendations and forwards them to the I MEF Awards Board members for their review and recommendation. Following review and recommendation, the I MEF Awards Board will forward their recommendations to the CG for review or approval. All awards will be submitted using the Marine Corps web-based portal, Improved Award Processing System (iAPS). The Adjutant controls iAPS Unit Administrator permissions.

(2) <u>Reserve Liaison Officer</u>. The RLO manages the I MEF Individual Mobilization Augment (IMA) program. Significant Reserve Liaison functions include:

(a) Provides recommendations regarding utilization, mobilization and employment of the I MEF IMA program.

(b) Advertises IMA program billets, screens nominees and provides the nominees to staff sections for interview.

(c) Assigns IMA Marines to Billet Identification Codes in I MEF CE staff sections.

(d) Serves as the Operational Sponsor for all IMAs assigned to I MEF.

(e) Coordinates requests for Reserve orders and is the administrative link between CG, I MEF and its MSCs, Marine Forces Reserve (MARFORRES), and HQMC Reserve Affairs (RA).

(f) Develops the annual Reserve duty plan in coordination with the billet sponsors and supervises execution. This plan includes scheduling drills, Annual Training periods, Reserve Counterpart Training periods, and Active Duty Operational Support (ADOS) requirements.

(3) <u>Total Force Manpower and Personnel</u>.

(a) Coordinates staffing action for all MSCs/MSEs and internal I MEF CE Table of Organization and Equipment Change Requests.

(b) Coordinates with staff sections for assignment of sponsors to assist personnel who are inbound to the I MEF CE.

(c) Serves as the I MEF Organizational Defense Travel Administrator (ODTA), providing the AC/S G-8 with support to ensure that MSC ODTAs are trained, have the necessary tools and are performing the appropriate administrative functions and responsibilities within the travel process.

(d) Assigns all I MEF CE personnel per C/S direction.

(e) Assists in the coordination of HQMC visits, in particular the Manpower Management Officer Assignments road show.

(4) <u>Operations and Plans</u>. The Operations, Plans, and Manpower Section plans and executes personnel management ISO I MEF operations in both garrison and deployed environments. Significant Operations, Plans, and Manpower Section functions include:

(a) Coordinates all administrative requirements for exercises and operations with the I MEF G-3.

(b) Provides analysis of capacity to the G-3 for capability requirements for ad hoc organizations and operational commitments requiring sourcing amongst major subordinate commands.

(c) Coordinates with MSCs and other staff sections to determine the best sourcing for individual augment (IA) requirements prior to tasking. Tasks MSCs, as appropriate, and tracks nominees for IA requirements.

(d) Leads the Manpower Working Group (MWG).

(5) <u>Civilian Human Resources</u>. The Civilian Human Resources Section oversees and coordinates Civilian Personnel Matters. This section also establishes guidelines for Civilian Personnel matters (i.e., civilian structure, Letters of Allowance, and Civilian Personnel Management). Significant Civilian Human Resource functions include coordinating with respective staff sections and appropriate Human Resources Offices to perform requests for personnel actions, coordinating required training specific to supervising civilian employees, providing administrative support to contractor personnel to comply with access and accountability requirements, coordinating the Civilian Resource Working Group (CRWG), and acting as recorder during CRWG meetings.

(6) <u>Career Planner</u>. The I MEF Career Planner serves as the principal advisor on all matters concerning career planning. Significant Career Planner functions include: coordinating all HQMC career related visits (i.e., all Manpower Management Enlisted Assignments (MMEA), Marine Security Guard Battalion, and HQMC Recruiter Screening Team visits), and monitoring and providing the MSCs/MSEs with First Term Alignment Plan and Second Term Alignment Plan mission numbers.

(7) <u>Navy Administration</u>. The Navy Administration Section performs Navy manpower planning and execution ISO I MEF Navy requirements. Significant Naval Administration functions include preparing Health Service Augmentation Program (HSAP) requests, and facilitating Navy personnel administration support on behalf of Sailors and officers assigned to I MEF CE and I MHG.

3. <u>Assistant Chief of Staff, G-2</u>

a. <u>Scope</u>. The Assistant Chief of Staff, G-2 (AC/S G-2) is directly responsible to the CG for matters pertaining to intelligence and is the coordinator of the I MEF intelligence enterprise. Additionally, the AC/S G-2 is responsible for all MAGTF intelligence and counterintelligence (CI) activities including Signals Intelligence (SIGINT), Human Intelligence (HUMINT), Open Source Intelligence (OSINT) and Geospatial Intelligence (GEOINT). Finally, the AC/S G-2 is responsible for planning, directing, managing and supervising the tasking and operations of Intelligence and Counterintelligence units organic to and supporting the MAGTF. The AC/S G-2

exercises staff cognizance and intelligence tasking authority over G-2 staff personnel and I MEF's intelligence units (i.e. Radio Bn and Intelligence Bn).

b. G-2 Organization. The G-2 Division consists of the Operations, Plans, G2X, MCISRE Integration and Special Security Office (SSO) Sections, and maintains staff cognizance of the MAGTF Intelligence Center (MIC), and the Operations Control and Analysis Center (OCAC) as depicted in Figure 2-3.
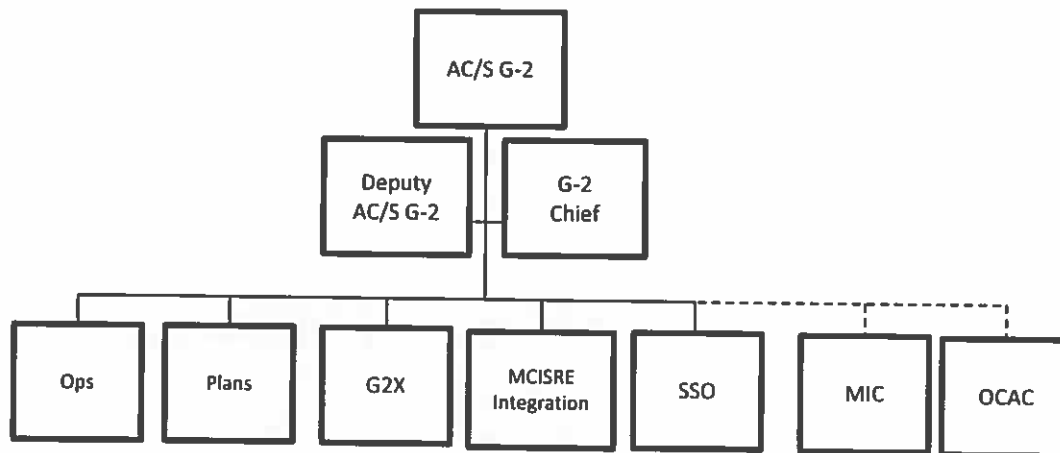
Figure 2-3: G-2 Organizational Chart

c. Functions. The MEF G-2 provides centralized direction for the collection, production, and dissemination efforts of organic and supporting intelligence assets. In addition, it ensures these efforts remain focused on satisfying I MEF's Priority Intelligence Requirements (PIR) and Counterintelligence Protection Priorities (CIPP). The I MEF Intelligence Campaign Plan provides the authoritative source document for planning and directing the I MEF Intelligence Enterprise in garrison and in accordance with the I MEF Commanding General's guidance referenced in the I MEF FY Campaign Plan and Capstone. The intelligence functions include support to the commander's estimate, situation development, indications and warnings, support to force protection, support to targeting, and support to combat assessments are essential to the CG's decision making process for planning and execution of contingency operations.

(1) Operations Section. The G-2 Operations Section is responsible for and comprised of Current Operations (COPS), Future Operations (FOPS), and Training. Specific tasks include:

(a) Coordinate and provide intelligence support to the I MEF staff during current operations and planning.

(b) Represent the G-2 during operational planning teams (OPTs).

(c) Plan, direct and supervise the Red Cell.

(d) Maintain oversight of emerging requirements, staff, plan and validate intelligence shortfalls pertaining to manpower, equipment and training across the I MEF intelligence enterprise to include SIGINT, OSINT, METOC, GEOINT, All Source, and CI/HUMINT.

(2) G2 Plans. G-2 Plans focuses on long-term resourcing, training requirements, structure, and processes necessary to execute I MEF's intelligence warfighting function in a constantly changing information and

operational environment. G-2 Plans is also the lead G-2 element to support operational and contingency plan development.

(3) G-2X. The G-2X serves as the single focal point and primary advisor to the Assistant Chief of Staff, G-2 and the MEF Commanders for all CI and HUMINT activities in support of I MEF. Functionally, the G-2X plans, executes, and oversees all CI and HUMINT activities conducted by the MEF. The G-2X retains Technical Control (including mission coordination, operational deconfliction, and legal oversight) over assigned CI and HUMINT personnel to ensure adherence to existing policies.

(a) The G-2X protects I MEF, in coordination with NCIS, by countering or neutralizing intelligence collection efforts through CI Collections, CI Operations, CI Analysis, CI Functional Services, and support to CI Investigations. CI includes all action taken to detect, identify, track, exploit, or neutralize multidiscipline intelligence activities of Foreign Intelligence Entities, Terrorists, Saboteurs, and Subversive Groups. It also assists in identifying essential elements of friendly information, identifying vulnerabilities to threats, and actions taken to counter collection and operations against the MEF.

(b) The G-2X is responsible for collecting HUMINT information to provide the MEF Commander with the situational understanding to project forces throughout the Area of Operations. HUMINT satisfies the Commander's and HHQ CCIRs specifically by identifying the threat's Attitude, Intentions, Composition, Equipment, Personnel, Strength, Disposition, Tactics, Capabilities, and Target Development..

(c) Finally, the G-2X provides operational support for its assigned CI and HUMINT elements in the form of logistics, coordination and release of intelligence reporting, source deconfliction and management, collection management, mission planning, and support to targeting.

(4) Marine Corps Intelligence, Surveillance and Reconnaissance Enterprise (MCISRE) Integration Branch (MIB). The MIB is ultimately responsible for managing ISR related technology innovation and integration at I MEF. The MIB consists of Systems, SIGINT/CYBER/EW and GEOINT sections, and directs system fieldings, intelligence program of record (PoR) management and G2 experimentation.

(a) Coordinate with MARCORSYSCOM, G-4/G-6 and appropriate MSE/MSCs to manage all intelligence POR fieldings/updates.

(b) Identify ISR system gaps/requirements to enable I MEF to operate in an EF-21 environment. Based on this assessment, develop and implement I MEF G-2 experimentation planning, complete with plan of action & milestones (POAM) and exercise implementation.

(c) Create/manage necessary D-UNS/U-UNS to fill identified I MEF ISR gaps.

(d) Provide subject matter expertise for I MEF on SCI communications, SIGINT/Cyber/EW, GEOINT, and other technical subjects as required.

(e) Provide intelligence support to the I MEF CEWCC.

(5) Special Security Office. The SSO manages the SCI security program (to include the 11th, 13th, and 15th MEU, MCB, MCI West, 9th Communication

Battalion, and 1st Law Enforcement Battalion), the Special Technical Operations Facility, the Focal Point Control Program, and oversees SCI security functions for subordinate SCIFs aboard Camp Pendleton.

(a) Functions

1. Supervise the operation of the special security office and administer the SCI security program to include SCI oversight for other SCIFs under the organization's security cognizance.

2. Maintain applicable directives, regulations, manuals, and guidelines to adequately discharge SSO duties and responsibilities.

3. Properly account for, control, transmit, transport, package, and safeguard SCI, STO, and Focal Point material (OPLAN). Provide for destruction of SCI by authorized means and in accordance with current directives.

4. Disseminate SCI, STO, and Focal Point only to persons authorized access to the material and having an established need to know.

5. Serve as the official channel for certifying and receiving SCI and STO visitor clearances and accesses.

6. Maintain the Joint Personnel Adjudication System (JPAS) to accurately reflect all personnel under security cognizance.

7. Conduct and manage SCI personnel, information, physical, and technical security (e.g. TEMPEST and TSCM) actions and procedures in accordance with applicable directives.

8. Provide guidance and assistance for processing SCI, STO, and Focal Point (OPLAN) position and eligibility requests.

9. Perform all aspects of the SCI, STO, and Focal Point programs to include, but not limited to, nomination reviews, validation of access requirements, submission of investigative requests, conduct SCI security briefings; obtain signed NdA and NdS; and perform other related personnel security actions. Provide a briefing on local security procedures to newly-arrived personnel and those receiving initial indoctrination.

10. Report and investigate all unauthorized disclosures of classified intelligence information in accordance with applicable directives.

11. Conduct security education training and awareness program to ensure all SCI indoctrinated individuals are kept apprised of the requirements and guidelines for protecting SCI, STO, and OPLAN material.

12. Maintain appropriate accreditation documentation for each SCIF, communications system, and IS under the organization's security cognizance.

13. Review all reported derogatory information on SCI indoctrinated personnel and take appropriate action as required.

14. Provide SSO support to DoD SCI contractors in accordance with applicable contracts, including processing, reviewing, and validating DD for 254.

<u>15</u>.   Maintain continuing liaison, as required, with non-SCI security officials.

(6) <u>MAGTF Intelligence Center (MIC)</u>. The MIC plans, directs, and executes intelligence·operations, including the collection, processing, production, and dissemination of intelligence and counterintelligence information in support of requirements levied by the supported MAGTF (MEF, MEB, MEU, SPMAGTF), and their subordinate elements as required. While in garrison, the MIC will be prepared to provide surge support to deployed elements of other MEFs as directed.   I MIC is regionally aligned to support MAGTFs and individual augments deployed to the geographic areas of Central Command and Pacific Command. I MIC incorporates a 24/7 MEF intelligence watch, hub, and conduit for the MEF to the other MICs, MARFORs, MCIA, Combatant Command intelligence centers, NGA, CIA, DIA, and any other external agencies within the greater intelligence community.

(a) The MIC provides direct support in answering the I MEF CG priority intelligence requirements (PIRs) and supports the CG with intelligence production and analysis in support of current operations, future operations and planning.

(b) The MIC maintains relationships with elements of the MCISRE as well as the greater Intelligence Community enablers to provide timely and fused intelligence. .

(c) The MIC provides the full spectrum of intelligence analysis including all-source, meteorological and oceanographic, geospatial, open source, and collection management, in support of the MEF CG, his staff and both garrison and deployed MAGTFs.

(d) The MIC serves as the integration hub to reduce the disparity between garrison and combat intelligence support/operations sand deconflicts intelligence requirements across the MEF to eliminate unnecessary or redundant analytical production.

(e) The MIC maintains the capability to surge support capability to cover 24/7 operations in the role of reachback intelligence support to deployed MAGTFs.

(f) The MIC provides an optimal training opportunity for intelligence professionals throughout the MEF in support of real world operations and planning for contingency operations.

(g) The G-2 Liaison Officer within I MIC serves as the primary conduit between the MEF and MHG staffs into the MIC. He/she will coordinate intelligence support between the MIC and MEF staff.

(7) <u>Operations Control and Analysis Center (OCAC)</u>.   The OCAC provides SIGINT support to the MAGTF and Joint Forces Commanders through 24/7 intelligence operations. This includes processing, production, and dissemination of signals intelligence (SIGINT) in direct support of deployed Radio Battalion detachments (MEF, MEB, MEU, SPMAGTF). The OCAC will be prepared to provide surge support to deployed elements of other MEFs as directed.

(a) The OCAC provides direct support to deployed Radio Battalion detachments in answering priority intelligence requirements (PIRs) with

intelligence production and analysis in support of current operations and planning.

(b) The OCAC, often in direct coordination with the Marine Cryptologic Office, maintains relationships with the National Security Agency to provide timely intelligence.

(c) The OCAC manages serialized SIGINT reporting for MEF's deployed MAGTFs.

(d) The OCAC coordinates and provides oversight for all National-level database accesses for forming and deployed Radio Battalion detachments.

(e) The OCAC provides day to day management of intelligence oversight requirements associated with executing SIGINT duties.

(f) The OCAC provides SIGINT support to the I MEF CG, his staff, and the MIC to orient to emerging crisis and support decision making.

(g) The OCAC trains and maintains the skillsets of Marine analysts and linguists in order to sustain the operational readiness of the OCAC and 1st Radio Battalion detachments.

(h) The OCAC coordinates with the MCISRE and completes joint RFIs through direct liaison with the MIC through the Radio Battalion Liaison Officer.

4. Assistant Chief of Staff, G-3

    a. Scope. The Assistant Chief of Staff, G-3 (AC/S G-3) is directly responsible to the CG for matters pertaining to operations. The AC/S G-3 is responsible for all aspects of Title 10/garrison force provision and force generation, capability generation, force readiness and MAGTF training. Additionally, he directs the critical mechanisms to synchronize the CE and the Force; maintains OPT capabilities to rapidly analyze tasks and develop solutions for employment and deployment of the Force; provides a 24-hour, 7 days a week entry portal for I MEF; is responsible for crisis management and crisis response; and has principal tasking authority across I MEF.

    b. G-3 Organization. The G-3 Division executes responsibilities and functions through a G-33 Current Operations, G-35 Future Operations/Plans, G-37 Training/Exercises, Red Team, and a FECC (Fire and Effects Coordination Center) construct as depicted in Figure 2-4.
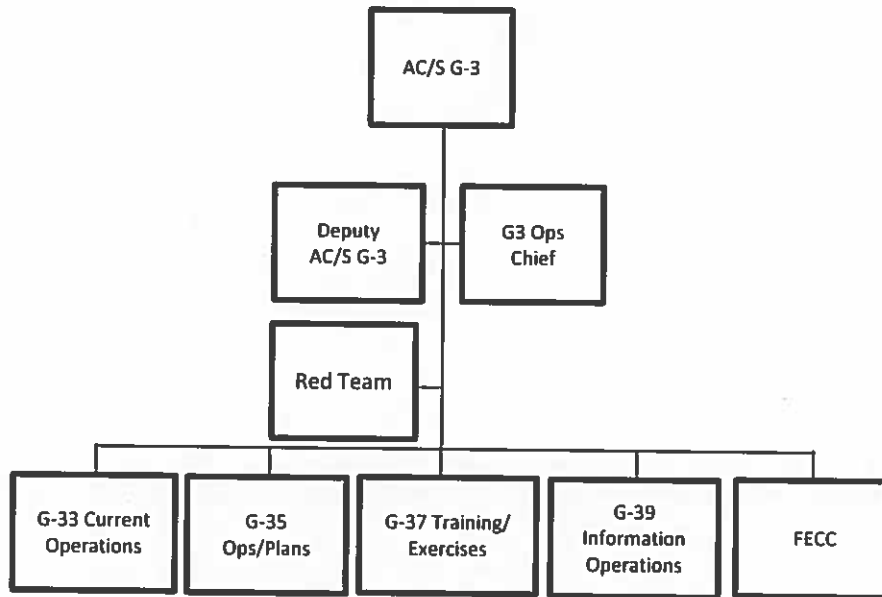
Figure 2-4: G-3 Organizational Chart

c. Functions

    (1) G-33 Current Operations

        (a) Scope. The G-33 Section is principally focused on
maintaining situational awareness of I MEF equities by coordinating and
tracking execution of current missions. G-33 is manned 24 hours a day and is
staffed with representation and subject matter expertise in C2, Mission
Assurance/Antiterrorism/Force Protection/Law Enforcement, Chemical,
Biological, Radiological and Nuclear (CBRN) Defense, Defense Support of Civil
Authorities, and Explosive Ordnance Disposal (EOD). During a crisis or
contingency, G-33 will absorb Subject Matter Experts (SME) from I MEF staff
sections to ensure appropriate representation across all warfighting
functions.

        (b) G-33 Organization. The Section consists of a Special Staff
'Subject Matter Experts' (SME), Watch Cell and 1st MEB G-3 as depicted in
Figure 2-5.

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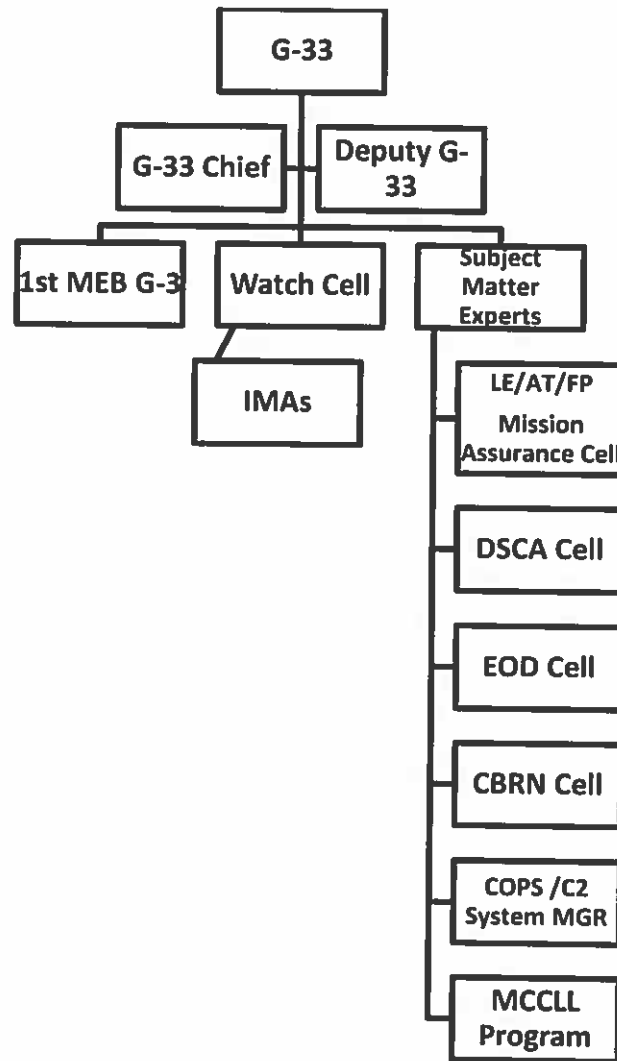
Figure 2-5: G-33 Organizational Chart

(c) <u>Functions</u>. The G33 Section provides a 24/7 command center (MEF Operations Center (MOC), a watch section, and an electronic entry portal to monitor and report I MEF operations, activities and actions.

<u>1</u>. Per CG intent, develops and maintains situational awareness, ready response packages and appropriate linkage and liaison to respond to domestic incidents ISO Defense Support of Civil Authorities (DSCA). Prepared to provide support to MCI-WEST and U.S. Northern Command (USNORTHCOM) through Marine Forces Pacific (MARFORPAC) under established Memorandums of Understanding (MOU), Immediate Response Authority, and through DoD Mission Assignment Orders.

<u>2</u>. Manages developing crises and contingencies and serves as the staff and command advocate for the execution of crisis action process (CAP) and crisis resolution.

<u>3</u>. ICW G-4 MAGTF Deployment Distribution Operations Center (MDDOC) and G-35 Section, monitors force flow and serves as the command point of contact (POC) through the Command Duty Officer (CDO) for the status of deploying and re-deploying I MEF forces.

<u>4</u>. Establishes and maintains a Personnel Recovery (PR) Program within I MEF that meets DoD, joint force and combatant command PR requirements.

<u>5</u>. Receives and tracks CCIRs and PCRs, and reports relevant information to the CG and appropriate staff.

<u>6</u>. Receives and routes external tasks to appropriate I MEF staff sections.

<u>7</u>. Monitors the I MEF CG and G-3 Automated Message Handling System (AMHS) accounts for incoming message traffic to maintain situational awareness via the CDO. The CDO is not responsible for releasing messages or taking action on messages addressed to I MEF staff sections.

<u>8</u>. Maintains the MEF CE and MSC/MSE Principal POC listing.

<u>9</u>. ICW Protocol, coordinates tasks and monitors the execution of high profile visits to I MEF.

<u>10</u>. Monitors operations and training to ensure they support I MEF equities.

<u>11</u>. Coordinates and monitors implementation of antiterrorism/force protection measures.

<u>12</u>. Maintains the I MEF Tactical Standard Operating Procedures (TACSOP) to execute and support operational and wartime functions.

<u>13</u>. Provides direction, oversight, and coordination for MSC/MSE EOD activities and readiness.

<u>14</u>. Provides Law and Order Integration with focus on force protection measures, anti-terrorism planning and Military Police Operations. Serves as overall integrator for mission assurance related programs.

<u>15</u>. Coordinates the HQMC approved Antiterrorism (AT) Level II Military Training Teams (MTT) for I MEF MSCs/MSEs and external agencies (e.g., MCI WEST, MARFORRES, United States Navy (USN), etc.).

<u>16</u>. Provides direction, oversight, and coordination, when necessary, for MSC/MSE CBRN activities and readiness.

<u>17</u>. Coordinates across the staff to compile the I MEF Command Chronology.

<u>18</u>. While in garrison, the officer and SNCO assigned to the I MEF G-3 Combat Engineer and Chief (CIED) BICs (M2014600293 & 295) will work in the I MEF G-4 under the cognizance of the I MEF Engineer Officer. When the MEF CE deploys, the I MEF G-4 will provide these counter-mobility SMEs to the I MEF G-33 Current Operations section.

(2) <u>G-35 Future Operations and Plans</u>

(a) <u>Scope</u>. The G-35 Section focuses on planning and coordination of garrison and crisis and contingency response functions and responsibilities: principally force management and force generation, Pre-deployment Training Program (PTP), expeditionary operations (EXPO) (i.e., MEU and MEB), Aviation, Theater Security Cooperation (TSC), and operational

planning. G-35 maintains a comprehensive planning-to-execution staffing cycle. G-35 shapes and coordinates the compilation of a comprehensive three-year Training Exercise and Employment Plan (TEEP) to ensure that I MEF executes all operations, actions and activities (OAA) within the CG's priorities and focus areas. G-35 develops and monitors an annual I MEF Campaign Plan to guide the Force in the execution of its garrison and Title 10 responsibilities. G-35 works provides the necessary linkage of vision to concept to execution. Finally, G-35 provides an OPT capability to resolve problems that require cross functional staff solutions as well as critical working groups to address recurring challenges.

(b) <u>G-35 Organization</u>. The G-35 Section consists of the following cells: War Plans, Service Requirements, and Force management as depicted in Figure 2-6. The I MEF Red Team is under administrative control of the G-35.
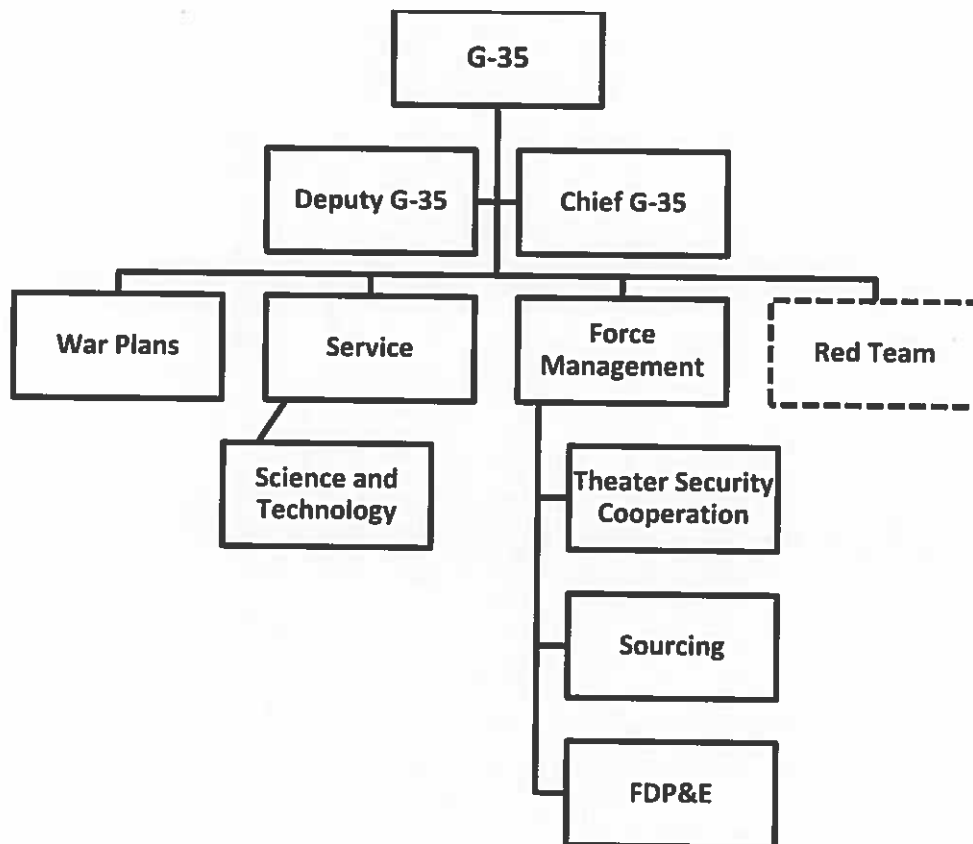
Figure 2-6: G-35 Organizational Chart

(c) <u>Functions</u>

<u>1</u>. Plans, coordinates and manages the I MEF Force Management Process ISO Global Force Management (GFM) and rotational force deployment for all I MEF man, equip, and train tasks. Provides weekly force management updates to the Command Group.

<u>2</u>. Plans, coordinates, tasks and manages reserve integration for Intermediate Location (ILOC) and Return Intermediate Location (RILOC) units.

3. Manages Pre-deployment Training (PTP) development and execution for all I MEF commands and units per CG, I MEF PTP Guidance and the I MEF Force Management Process.

4. Coordinates reserve unit sourcing through the Reserve Integration Support Team (RIST).

5. Prepares and transmits Orders, FRAGOs and LOIs to direct MSC/MSE execution.

6. Maintains and conducts operational planning and problem solving through an OPT Cell ISO of Command Group, and G-3 tasking and direction.

7. Conducts crisis management planning, identifies forces and develops COAs for the resolution or mitigation of a crisis. Develop and maintains Crisis Action Planning SOP.

8. ICW G-7 and service tasking, coordinates the integration and synthesis of experimentation, testing and evaluation, and service support initiatives.

9. Serves as the staff and command advocate for all matters pertaining to EXPO to include amphibious operations, Maritime Preposition Force (MPF) operations, and MEU employment. Develops and maintains EXPO proficiency through exercises, staff development, and tactical training.

10. Plans, coordinates and manages TSC activities ISO MARFOR engagement plans and tasks, and IAW I MEF Theater Engagement Plan.

11. Coordinates and manages the I MEF Air Support FRAG process per the CG's priorities IOT provide air support for operations and training.

12. Serves as staff advocate for Force Reconnaissance. Coordinates tasking, employment, and support per CG, I MEF and CG, 1st MARDIV MOU.

13. Serves as the staff advocate for ANGLICO.

14. Science and Technology. The S&T section is assigned to the Commanding General as Special Staff. The G-35 Section provides administrative support. The I MEF S&T Section provides the CG, I MEF with support through enabling and partnering with the Expeditionary Force Development System (EFDS) and the DOD/Naval research enterprise (NRE) to provide the best solutions and equipment to fulfill identified warfighter gaps. The S&T Section ensures Science, Technology, and Experimentation (ST&E) efforts support the Commander and that they are prioritized and articulated to Marine Corps Combat Development Command (MCCDC), the EFDS, the NRE, and the ST&E community at large. As the ST&E SME, the S&T members represent
I MEF on the USMC Operational ST&E Operational Advisory Group (OAG) and other appropriate OAGs, working groups, and project teams. Additionally, assists in drafting, staffing, and tracking Universal Needs Statements, Urgent Universal Needs Statements, and Joint Urgent Operational Needs Statements.

15. Red Team. The I MEF Red Team is a unique staff entity. It works for the Commanding General, takes guidance, direction and

prioritization from the Chief of Staff, and is under the administrative control of the Chief, G-35 Division. The I MEF Red Team supports across all I MEF command element staff elements, and within capacity, I MHG.

        a. Housed administratively in the G-35, the Red Team is a Special Staff Section for the CG, reporting through the Chief of Staff.

        b. Red Teaming is a function executed by trained, educated, and practiced team members that provides commanders and staffs an independent capability to fully explore alternatives in plans, operations, concepts, organizations, and capabilities. Focusing on critical review and independent analysis, the Red Team's purpose is to minimize risk and increase opportunities to reach the CG's goals by challenging assumptions, providing alternative perspectives, and avoiding or countering cognitive and human biases.

        c. In garrison, the Red Team works on MEF issues by partnering with relevant Staff sections, enabling the use of structured analytic techniques; contributing alternative perspectives and assumptions checks; and challenging cognitive biases. In addition, the Red Team serves to educate the staff on identifying biases and the various Red Team tools available to overcome biases and evaluate plausible alternatives.

        d. In the field, the Red Team functions in the same way as in garrison, sitting with the G-35 and working with and across the Staff to maximize opportunities and minimize risk. It is part of the Assessments Working Group (WG), Plans and Assessments Board, and Information Operations WG, and attends the Commander's Update Brief, among others. It is critical that Red Team members have the freedom to attend other meetings and WGs as necessitated by circumstances and directed by the CoS or CG in order to counter and mitigate biases that are prevalent in combat situations.

        e. Whether in garrison or the field, Staff members should consider engaging the Red Team at the beginning of a new effort to maximize benefits, but can reach out to the Red Team at any point

    (3) G-37 Force Development and Training

        (a) Scope. The G-37 is an O-6 led staff sub-directorate, which is directly responsible to the AC/S G-3 for matters pertaining to Force Development (through the I MEF MAGTF Development Program, including staff PME and collective training design); Formal Training Management and Resource planning to support service-level training events (SLTE's); MEU/SPMAGTF Force Generation (through the expeditionary operations cell); readiness reporting in DRRS-MC; I MEF TEEP compilation and management; and Live, Virtual and Constructive concepts and capability development aligned with the Service LVC road-map.

        (b) G-37 Organization. The G-37 consists of the MAGTF Development cell, Formal Training Management cell, I MEF Readiness Reporting cell, Exercise Plans and Development, Expeditionary Operations, I MEF TEEP Management and Live-Virtual-Constructive (LVC) capability as depicted in figure 2-7.

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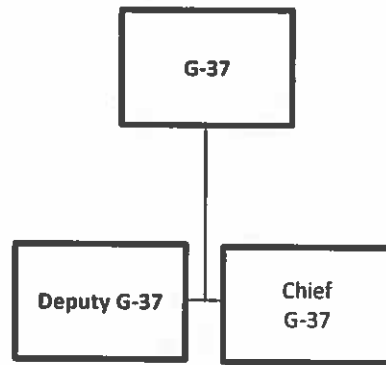
Figure 2-7: G-37 Organizational Chart

(c) Function

1. Develop annually the I MEF FY Campaign Plan to guide the I MEF CE and MSCs in execution of assigned missions and tasks. Develops a Campaign Plan Quarterly Fragmentary Order (FRAGO) to update guidance and direct execution for the upcoming quarter.

2. Directs and monitors execution of the FY Campaign Plan through the Campaign Steering Group as a staff battle rhythm event, and through formal synchronization of I MEF Lines of Operation (LOOs) during quarterly I MEF Summits.

3. Directs operational synchronization of I MEF activities and programs of work through synthesis and vetting of working group outputs, monthly coordination and prioritization meetings with MSC G-3s, shaping and execution of the I MEF Summit, focused participation in the Unites States Marine Corps (USM) Operations Summit; and preparation of CG, I MEF for participation in the USMC Executive Off-Site (EOS).

4. Develops and formally manages FOS requests for unit and capability sourcing in support of service level training events (SLTEs), which include WTI, ITX and MTNEX.

5. Prepares and transmits Orders, FRAGOs and LOIs to direct MSC/MSE execution.

6. Develops, coordinates, manages and maintains the I MEF and MSC TEEP out to a range of 5 years.

7. Co-ordinates force development, exercise scheduling, exercise design and collective training activities under the banner of the MAGTF Development Program.

8. Plans, coordinates, and manages the attainment of core competencies for 1st MEB IAW I MEF FY TEEP, I MEF Annual Training Plan, and 1st MEB Training Continuum.

9. ICW G-7 and service tasking, coordinates the integration and synthesis of experimentation, testing and evaluation, and service support initiatives.

10. Coordinates planning, training, staff

exchanges, cross-levelling and information sharing with Third Fleet for all matters pertaining to "Blue-Green" fiscal, technical and operational integration.

11. Plans, coordinates, directs and manages Southern California (SOCAL) MEU and 31st MEU composite, PTP and deployment actions under the collective title of MEU Force Generation.

12. Develops and maintains the Commander, Third Fleet (COMTHIRDFLT) and CG, I MEF coordinated PTP /Fleet Readiness Training Program (FRTP) MOA, the MEU LOI, the SOCAL MEU SOP, ESG 3 and 1st MEB Training LOI, and the 31st MEU Coordinated Training Plan.

13. Plans, coordinates, directs and manages SPMAGTF Crisis Response CENTCOM composite, pre-deployment training (PTP), certification and deployment activities under the collective title of 'SPMAGTF-CR-CC Force Generation'.

14. Coordinates discussion and resolution of operationally focused issues with HHQ and the service through bi-monthly Secure Video Teleconferences (SVTC) with MARFORPAC and a weekly SVTC with Plans, Policy, and Operations (PP&O).

15. Schedules, coordinates and delivers to requirement the I MEF equities in exercise life cycle (ELC) and joint exercise life-cycle (JELC) events including the planning conferences, warfighter seminars and storyline development conferences in concert with MSTP or the COCOM staff sections charged with operational capability assessment of JTFHQ's.

16. Provides to HQMC, on a monthly basis, the CG I MEF approved readiness report in DRRS-MC. Coordinates, monitors and tracks all I MEF readiness related and readiness recovery initiatives whether instigated internally, or externally.

17. Provides functional tasking to the I MEF LVC staff. Co-ordinates LVC staff tasking in support of the USMC LVC roadmap, and MEF LVC training support requirements.

(4) Fires and Effects Coordination Center (FECC)

(a) Scope. The FECC is responsible for the planning and execution of shaping and current fires at the MAGTF level. It also serves as the primary source for setting priority of fires, cross-boundary coordination and a cohesive integrated Fire Support Plan that includes lethal and non-lethal fires. The FECC "plans and employs lethal and non-lethal means, through kinetic and non-kinetic actions, to create desired effects."

(b) FECC Organization. The FECC consists of the following cells: Targeting Cell, Kinetic Fires Cell, and Non-Kinetic Fires Cell (Cyber and EW), as depicted in Figure 2-8.
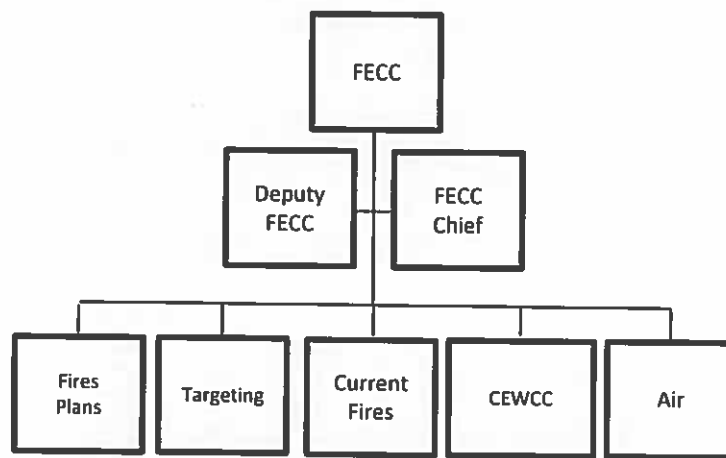
Figure 2-8: G-3 FECC Organizational Chart

(c) Functions

    1.   Coordinates command positions on all matters pertaining to MAGTF fires to include organization, C2 tactical systems selection and operational employment.

    2.   Plans, coordinates, and manages all Non-Kinetic Fires (Cyber and EW). The Cyberspace and Electronic Warfare Coordination Cell (CEWCC) will coordinate and de-conflict cyberspace, EW, Space Operations, and Special Technical Operations ISO the MEF targeting/effects cycle.

    3.   Plans, coordinates and hosts Air Frag Conference and the Information Operation Working Group (IOWG).

    4.   Responsible for generating and disseminating the daily I MEF Aircraft Readiness Report; responsible for briefing aircraft readiness at the weekly I MEF O&I.

    5.   Plans, coordinates, and hosts the monthly I MEF Joint Terminal Attack Controller (JTAC) conference.

    6.   Assist in providing training and oversight to MEU and SPMAGTF pre-deployment training for lethal/non-lethal targeting and air integration.

    7.   Advocates for and manages the following programs for I MEF: Tactical Air Control Party (TACP)/Joint Terminal Attack Controller (JTAC) Program, Naval Gun Liaison Officer (NGLO) Program, and Air Officer Program.

    8.   Manages the I MEF Air Frag process.

    9.   Responsible for management of Marine Corps Fire Support Systems (MCFSS) and Air C2 Systems programs. Responsible for managing software updates and hardware new equipment fieldings and training for the following systems: Target Handoff System (THS), Automated Field Artillery Tactical Data System (AFATDS), Joint Automated Deep Operations Coordination System (JADOCS), and Theater Battlefield Management Coordination System (TBMCS).

(c) Functions

_1_. Applies Information Operations (IO) effects using a combined arms approach with a focus on integrating IRCs with all other MAGTF capabilities to best support the commander's decision making and subordinate actions. This is accomplished by determining appropriate targets or target audiences in the physical, informational, or cognitive dimensions of the information environment and incorporating those targets in the targeting process.

_2_. Coordinates the capabilities of Combat Camera, Military Deception, Military Information Support Operations, Civil Affairs, Operational Security, and Physical Attack to develop and deliver messages aimed at informing or influencing a target group in the cognitive dimension of the information environment.

_3_. Advocates for and manages the following programs for I MEF: Combat Camera, Military Information Support Operations, and Information Operations Programs.

_4_. Provide support to Operational Planning Teams (OPT), Crisis Action Team (CAT), Science and Technology development, Inspector General Inspection program, Command Element Advisory Board, and Defense Readiness Reporting System.

_5_. Provide requisite staff representation/augmentation to the 1st Marine Expeditionary Brigade (MEB) staff.

5. Assistant Chief of Staff, G-4

a. Scope. The Assistant Chief of Staff, G-4 (AC/S G-4) is directly responsible to the CG for logistical planning and oversight of the six functions of logistics ISO MEF and MEB operations, crisis response, exercises, long range plans, and daily operations. Conducts daily actions covering matters pertaining to the logistics/supply chain sourcing and distribution management, maintenance management, MPF operations and operational logistics support to the operating forces.

b. G-4 Organization. The G-4 Division consists of the Operations and Plans Branch, Material Readiness and Supply Branch, the Engineer Branch, Operational Contract Support and the MAGTF Deployment and Distribution Operations Center (MDDOC) as depicted in Figure 2-10.
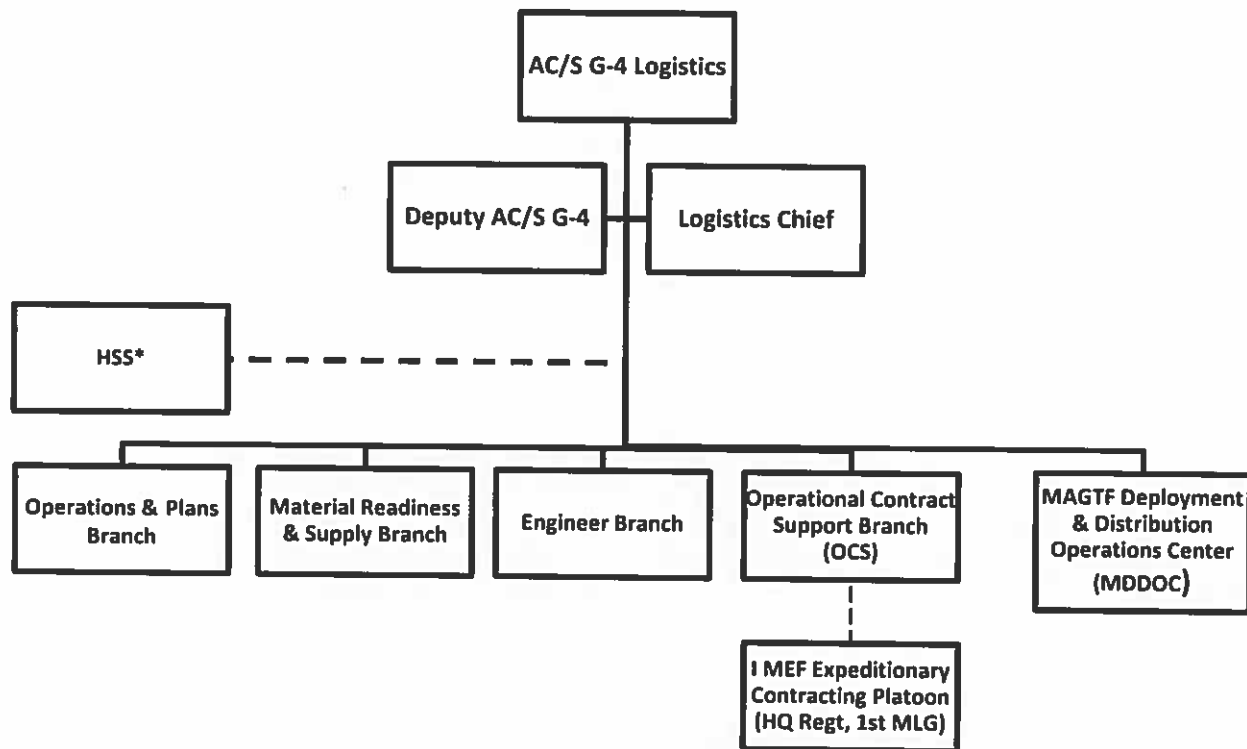
Figure 2-10: G-4 Organizational Chart

c. Functions

(1) Operations & Plans Branch

(a) Scope. The G-4 Operations and Plans Branch interfaces and synchronizes efforts with the G-4 Branches as well as other staff sections, primarily G-1, G-2, G-3, G-6, G-7, G-8, and MSCs/MSEs.

(b) Operations/Plan Branch Organization. The G-4 Operations and Plans Branch consists of the Current Operations section, Plans section (Exercises/CENTCOM/PACOM) and the Expeditionary Operations Section as depicted in Figure 2-11.

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│ Section       │ │ Exercises)    │ │ (Plans/       │ │ Section       │
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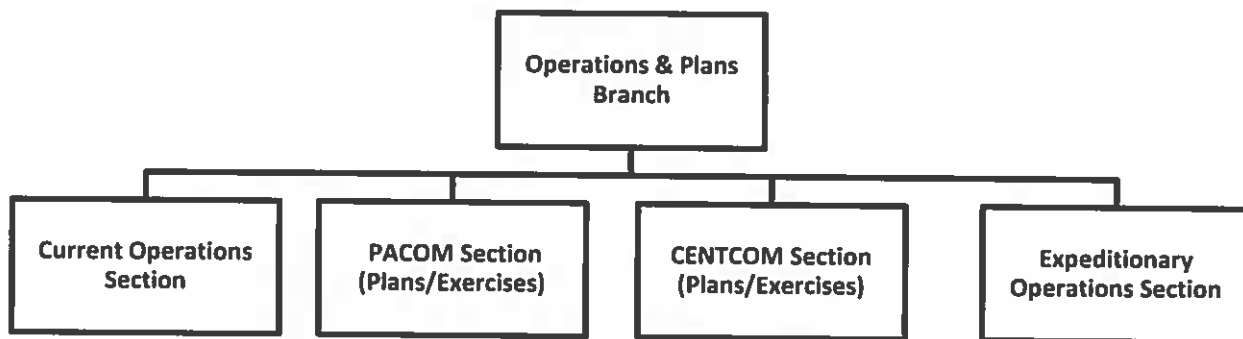
Figure 2-11: G-4 Operations/Plans Organizational Chart

(c) <u>Functions</u>

<u>1</u>.   Develops plans, policies and procedures related to logistics and sustainment of I MEF.

<u>2</u>.   Track, disseminate, and manage logistics AMHS messages and external tasks.

<u>3</u>.   Monitors the logistics posture of I MEF and its MSCs/MSEs and makes recommendations for allocation of materiel, supplies, services, and priorities of Combat Service Support (CSS).

<u>4</u>.   Engages subordinate staffs IOT remain cognizant of logistics issues and challenges, and identifies MEF level logistics/resource shortfalls.

<u>5</u>.   Conducts future operational level logistics planning across the spectrum of logistics functions. Develops logistics plans, produces staff estimates, conducts supportability analysis, monitors logistics execution, and provides asset prioritization and capability management.

<u>6</u>.   Manages the professional development and PME courses ISO the logistics field.

<u>7</u>.   Provides advice on contracting policies and procedures that impact the logistics planning and operations processes for I MEF operations and exercises.

<u>8</u>.   Coordinates with the G-3 for equipment distribution/redistribution and Equipment Density List (EDL) validations.

<u>9</u>.   Ensures forward deployed forces are supported by theater logistics and sustainment units as established by the combatant or joint force commander.

<u>10</u>.   Responsible for TEEP, exercise planning, MEB, MPF, TSC, MEU, AAT, SPMAGTF, OPLANS, CONPLANS, Out year TEEP coordination, and the I MEF Campaign Plan.

(2) Material Readiness and Supply Branch

(a) Scope. The Material Readiness and Supply Branch consists of a multi-commodity base of SMEs in motor transportation equipment, engineering equipment, food service, supply, ground ordnance equipment and maintenance, ground and aviation ammunition, and communication-electronic equipment. The Material Readiness and Supply Branch coordinates supply and maintenance management related issues ICW appropriate functional area staffs within I MEF.

(b) Material Readiness and Supply Branch Organization. The G-4 Material Readiness and Supply Branch consists of the Maintenance Management, Ground Ordnance Equipment, Supply, Aviation and Ground Ammunition, Food Service, Communication-Electronic equipment, Engineer equipment and Motor Transportation Sections as depicted in Figure 2-12.


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                          Material
                        Readiness &
                       Supply Branch
  ┌──────────┬──────┬──────┬──────┬──────┬──────┬──────┐
Maintenance  Supply  Motor  Engineer  Ground  Communica  Food      Aviation &
Management   Section Transport Equipment Ordnance tion-Electronic Services  Ground
Section              Equipment Section  Equipment Equipment  Section   Ammunition
                     Section          Section   Section            Section
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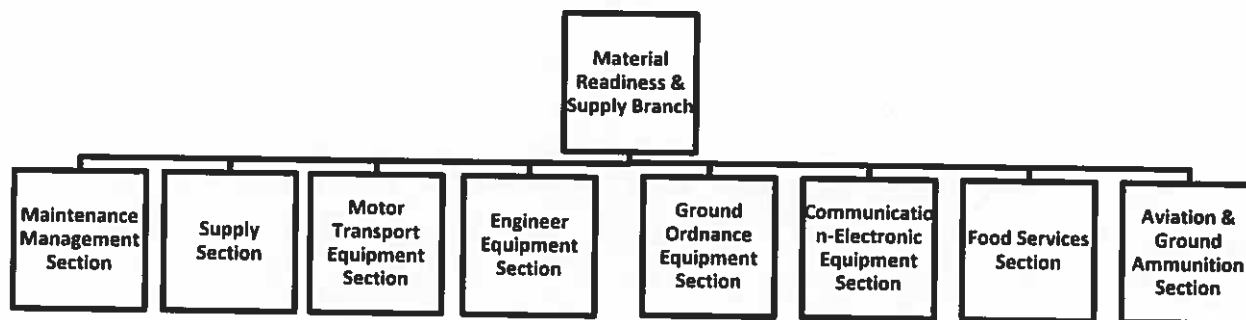
Figure 2-12: G-4 Material Readiness and Supply Branch
Organizational Chart

(c) Functions

1. Monitors accountability of ground and aviation ground equipment and supplies, coordinates for common item support, reacts to emergent needs from I MEF Forces, and plans for operational supply and sustainment support.

2. Monitors equipment maintenance and ensures theater common-item maintenance support is linked to MAGTF maintenance operations.

3. Manages the procurement, storage, and distribution of the ten classes of supply.

4. Coordinates with internal and external agencies for fielding, sustainment and enhancement programs providing technical oversight to the MSCs/MSEs.

<u>5</u>. Coordinates the overall schedule for the Field Supply and Maintenance Office (FSMAO) and publishes a quarterly CG's brief to highlight FSMAO results.

<u>6</u>. Plans and conducts detailed maintenance inspections under the CGIP to ensure the effectiveness of the organization's maintenance efforts.

<u>7</u>. Supervises and coordinates maintenance related programs (i.e Combat Ready Storage Program (CRSP), Corrosion Repair Facility (CRF) program, Enterprise Level Maintenance Program (ELMP), etc.) for the MEF.

<u>8</u>. Determines and coordinates ashore and afloat prepositioned equipment and equipment sustainment requirements.

<u>9</u>. ICW 1st MLG, coordinates the effective management of the I MEF War Reserve Material to include ensuring War Reserve Withdrawal Plans (Swing Stocks) are viable and registered at Marine Corps Logistics Base (MARCORLOGBASE), Albany, GA, and identified in the Time Phased Force Deployment Data (TPFDD) for movement ISO Contingency Operations.

(3) <u>MAGTF Deployment Distribution Operations Center</u>

(a) <u>Scope</u>. The MDDOC coordinates, integrates, and supports joint end-to-end deployment options to include Maritime Prepositioning Force (MPF) and distribution processes and systems to facilitate effective throughput of personnel, equipment, and sustainment through the Joint Deployment Distribution Enterprise (JDDE) in order to support I MEF strategic, operational, and tactical mobility operations to include support for training exercises and evolutions. Executes force flow in support of COCOM/MARFOR force closure priorities by synchronizing transportation resources to enhance combat effectiveness and meet the priorities of the CCDR. Coordinates all strategic lift to move the forces to/from the Aerial and Sea Ports of Embarkation/Debarkation (APOE/D, SPOE/D) and will facilitate MDDOC representation at the theater JDDOC. The MDDOC will continue to control all I MEF garrison and deployed requirements for lift, lift support, and movement control based on the MAGTF Commander's priorities of movement through all operational phases and the eventual redeployment of forces.

(b) <u>MDDOC Organization</u>. The G-4 MDDOC consists of four functional sections; Strategic Mobility, MAGTF Movement Control Center, Distribution Management, and Operations. Strategic Mobility includes the following subsections: Air Mobility, Surface Mobility, and Maritime Prepositioning Force (MPF) as depicted in Figure 2-13.

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              ┌─────────────────────┐
              │ MAGTF Deployment &  │
              │Distribution Operations│
              │ Center (MDDOC) OIC  │
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      ┌──────────┬───────┴───────┬──────────────┐
┌───────────┐┌──────────┐┌──────────────┐┌──────────────┐
│Operations ││Strategic ││ Distribution ││MAGTF Movement│
│ Section   ││ Mobility ││  Management  ││Control Center│
│           ││ Section  ││   Section    ││   (MMCC)     │
└───────────┘└────┬─────┘└──────────────┘└──────────────┘
                  │
                  │    ┌──────────────┐
                  ├────│Air Mobility  │
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                  ├────│Surface Mobility│
                  │    │  Section     │
                  │    └──────────────┘
                  │    ┌──────────────┐
                  └────│ Maritime     │
                       │Prepositioning Force│
                       │ (MPF) Section│
                       └──────────────┘
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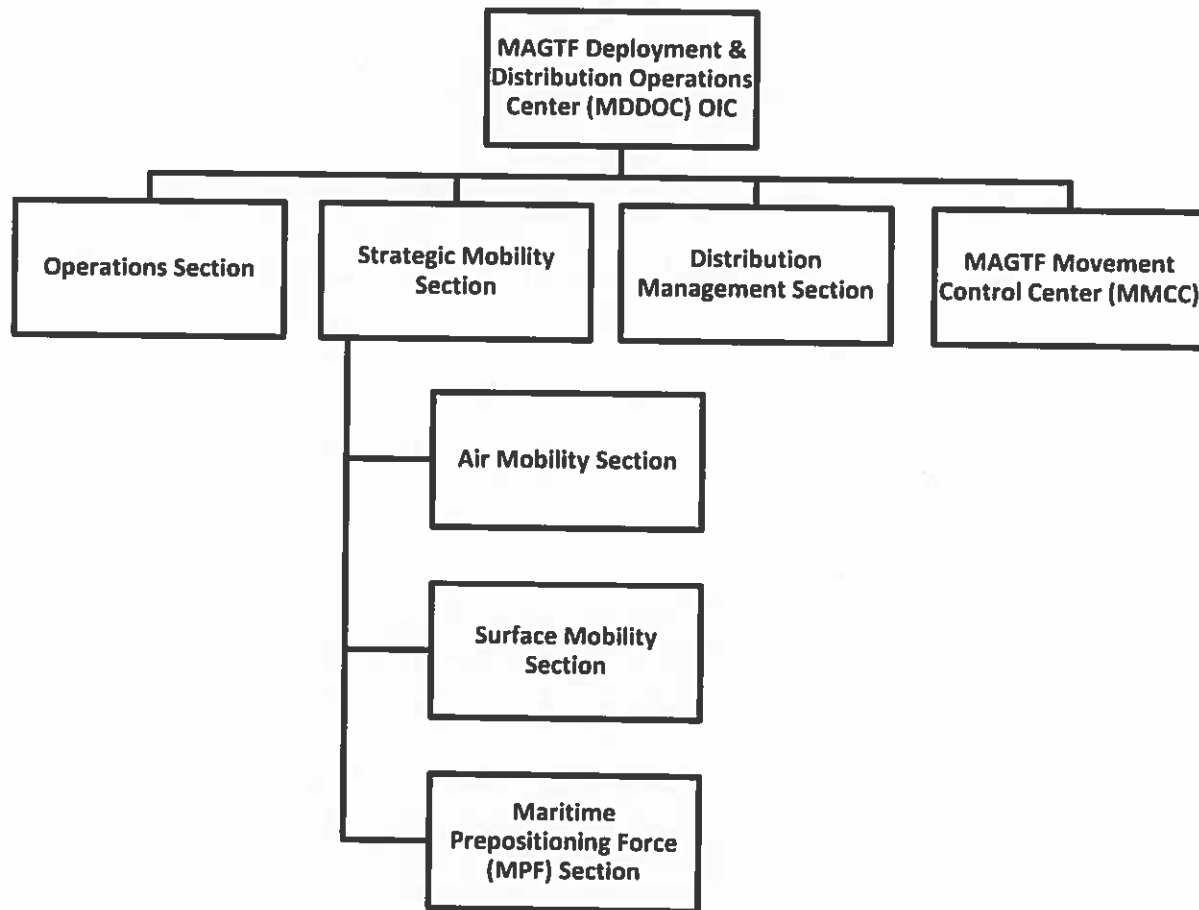
Figure 2-13: G-4 MDDOC Organizational Chart

(c) Functions

1. Air Mobility Section. Ensure Time Phased Force Deployment Data (TPFDD) airflow executes in accordance with the Commander's priorities. Manages the throughput of personnel and equipment through I MEF Terminal Operations Organizations (TOOs) normally located at MARCH ARB, MCAS Miramar, MCAS Yuma, MCAS Camp Pendleton and alternate APOE/D Ontario, CA. Assess unit development phasing to ensure embarkation and deployment/redeployment support is considered and confirm the MEF's movement plan from Unit Marshaling Areas (UMAs) to designated APOEs. Validate aircraft load plans IAW the TPFDD and special assignment airlift mission (SAAM) requests and coordinate with the 618th Air Operations Center (Tanker Airlift Control Center (TACC)), Air Mobility Command (AMC), and contracted air during the deployment/redeployment execution phase.

2. Surface Mobility Section. Coordinate surface mobility support requirements and ensure TPFDD surface movement executes in accordance with the MAGTF Commander's priorities. Coordinates with military/civilian support agencies regarding logistics requirements to support I MEF, MAGTF units/elements operating at CONUS SPOE/D and maintains and validates In-Transit Visibility (ITV) of deployin/redeploying I MEF units/elements by coordinating with I MEF MMCC, ITV Cell, Unit Movement Control Centers, and by using DoD ITV tools (GTN, SMS, RF-ITV/Tracking Portal, etc.).

3. Maritime Preposition Force (MPF) Section. Serves as the co-lead for MPF operations and MPF Maintenance Cycle (MMC) tailoring planning within I MEF. Tasked with managing the MPF program providing responsive,

optimal, and effective integrated deployment options in support of I MEF operational requirements by ensuring the best possible operational and sustainment capabilities are prepositioned aboard Maritime Prepositioning Ships (MPS). Also tasked to ensure the appropriate MEF and MSC staffs are capable of conducting arrival and assembly operations through annual MPF exercise planning and execution.

4. MAGTF Movement Control Center (MMCC). Allocates, schedules, and coordinates transportation requirements based on the MAGTF Commander's priorities. Supports the planning and execution of MAGTF movements and reports directly to the MDDOC. The MMCC coordinates all MAGTF ground movement scheduling, equipment augmentation, transportation requirements, material handling, and other movement support. In theater, the MMCC will coordinate and deconflict the ground movements on theater controlled routes, and register requirements to the theater MCC for support. In addition, the MCCC coordinates activities with Installion operations, supporting commands, Major Subordinate Command (MSC) Unit Movement Control Centers (UMCCs), and directs the effort of the TOO.

5. Distribution Management (DMO). Works in close coordination with appropriate staff representatives from various units/agencies (i.e., Major Subordinate Elements - MSEs, MSCs, Marine Corps Logistics Command - MARCORLOGCOM, Headquarters Marine Corps, Installation & Logistics, Logistics Planning Division - HQMC I&L LPD, and Surface Deployment Distribution Command, United States Transportation Command - SDDC, USTRANSCOM) to coordinate and direct I MEF integrated distribution and planning operations. Provides near real-time In-transit Visibility (ITV) and throughput support for sustainment items transiting the distribution pipeline. Liaises with the Installation Traffic Office (ITO) in order to coordinate commercial lift in support of I MEF transportation/distribution requirements, as well as, coordinates commercial bus and GOPAX requests in support of I MEF passenger movements. Additionally, the I MEF DMO serves as the I MEF Air Clearance Authority (ACA) and the I MEF Container Control Officer.

(4) Engineer Branch

(a) Scope. The Engineer Branch conducts integrated planning, provides direction, coordinates and monitors engineer requirements and resources across I MEF.

(b) Engineer Branch Organization. The G-4 Engineer Branch consists of Engineer Operations, Airfield Operations, Utilities, and Bulk Fuels Storage, Testing, & Distribution (ground and aviation) sections and Counter IED section as depicted in Figure 2-14.

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│  Operations  │  │  Airfield   │  │  Bulk Fuels     │  │      Engr       │
│   Section    │  │ Operations  │  │  Storage,       │  │   Equipment     │
│              │  │  Section    │  │  Testing &      │  │  Section (MRB)  │
└──────────────┘  └─────────────┘  │  Distribution   │  └─────────────────┘
        │               │          │  Section        │
  ┌───────────┐   ┌──────────────┐ └─────────────────┘
  │   CIED    │   │  Utilities   │
  │  Section  │   │   Section    │
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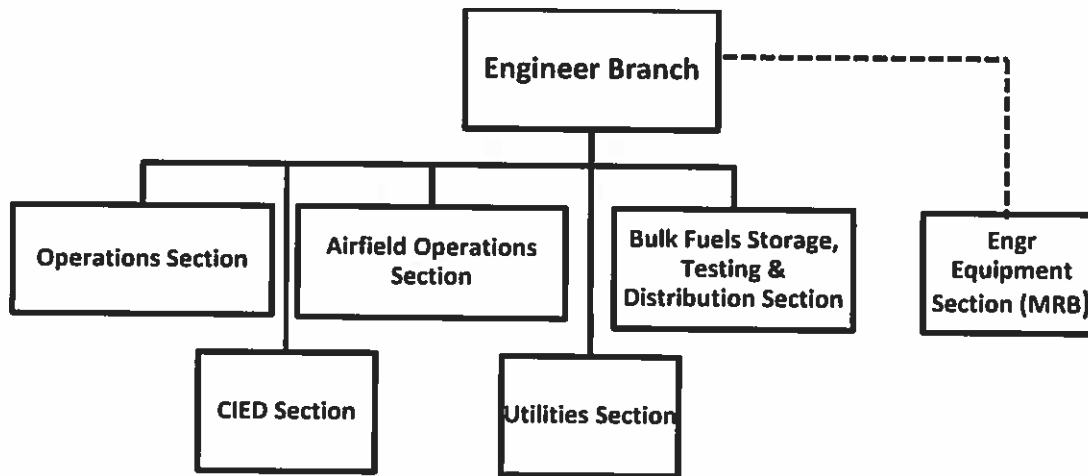
Figure 2-14: G-4 Engineer Branch Organizational Chart

(c) <u>Functions</u>

<u>1</u>.   Provide support to all major subordinate command and base engineer units.

<u>2</u>.   Represent the MEF CG interests as it relates to WFF, DSCA, and Naval Integration.

<u>3</u>.   Conduct planning and attend working groups iso the I MEF MCO's and GFM requirements.

<u>4</u>.   Establish synchronization across the spectrum of engineering functions to energize and update the support for training, employment, and operations in support of the I MEF Warfighting Philosophy (Campaign Plan).

<u>5</u>.   Provide subject matter expert advice involving engineer planning and execution on all exercises and operations.

<u>6</u>.   Establish priorities and allocate resources to satisfy the Commanding General's engineer priorities.

<u>7</u>.   Participate in planning and training exercises to develop proficiency as a Force Component Commander Engineer Staff.

<u>8</u>.   Provide advocacy for the I MEF engineer community to support development of engineer tactics, techniques, and procedures commensurate with new technologies and equipment.

<u>9</u>.   Attendance at WG's and OAG as applicable to represent I MEF CG's priorities and equities.

<u>10</u>.   Assist the development of facilities to support the force.

<u>11</u>.   Act as the singular voice on engineer matters (General, Mobility, Counter-mobility, Survivability) when advising the MEF staff on

capabilities and limitations. **NOTE**: While in garrison, the officer and SNCO assigned to the I MEF G-3 Combat Engineer and Chief (CIED) BICs (M2014600293 & 295) will work in the I MEF G-4 under the cognizance of the I MEF Engineer Officer. When the MEF CE deploys, the I MEF G-4 will provide these counter-mobility SMEs to the I MEF G-33 Current Operations section.

12. Conduct liaison on behalf of I MEF MSC's and external commands (MARCORSYSCON, MARFORPAC, MARFORCOM, etc) to ensure that I MEF equities are best represented and support I MEF Campaign Plan.

(5) Operational Contract Support (OCS)

(a) Scope. The OCS section is responsible for the management of all I MEF contracting matters, both in Garrison and when forward deployed.

(b) Functions

1. As required, coordinates with 1st MLG on Contracting Officer (KO) staffing in support of exercises and operations.

2. Prepares and executes the I MEF Acquisition Review Board (MARB) for contracted services support.

3. As required, coordinates with MCI-W Regional Contracting Office for preparation, submission and completion of I MEF contracted requirements.

6. Assistant Chief of Staff, G-6

a. Scope. The Assistant Chief of Staff (AC/S G-6) is directly responsible to the CG for matters pertaining to operational communications support to I MEF forces including necessary liaison with external commands and other DOD agencies for communications coordination, support, equipment, and training. The G-6 Division provides integrated communications planning, coordination, control, and management for all communications and information systems within I MEF in order to maximize operational support, combat readiness, and sustainment.

b. G-6 Organization. The G-6 Division consists of the Information Assurance, MEF Communication Security Management Office (MCMO)/Electronic Key Management System (EKMS) and Communications Electronic Maintenance, and Operations Sections as depicted in Figure 2-15.
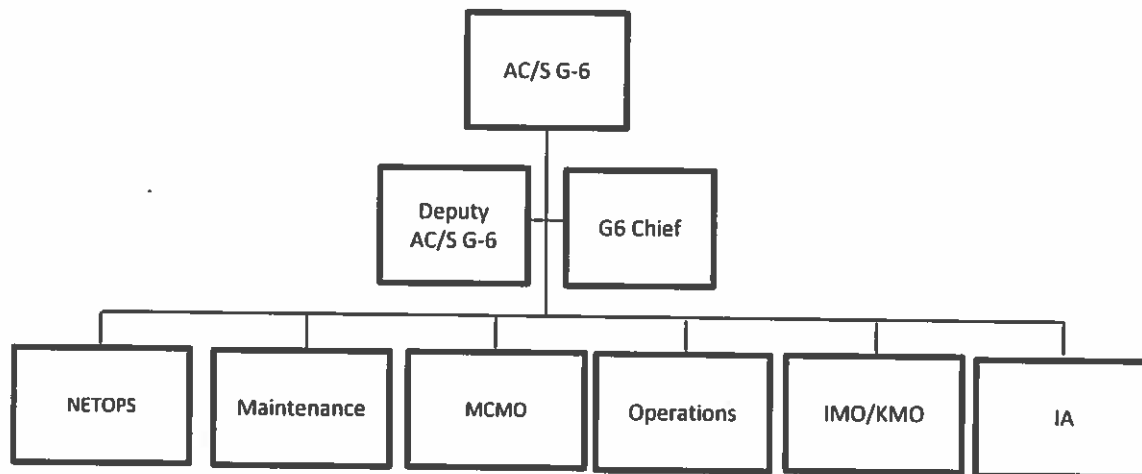
Figure 2-15: G-6 Organizational Chart

c. Functions

(1) Information Assurance (IA)/Cyber Defensive Operations. The IA Section is responsible for protecting and defending information and information systems. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities. Related critical IA protection, defensive, and restorative measures are achieved through the development and implementation of an overall IA security governance program which includes information risk management, IA program management, incident response management, certification and accreditation process management, and IA vulnerability management.

(2) MEF COMSEC Management Office (MCMO)/Electronic Key Management System (EKMS). The MCMO validates I MEF COMSEC holdings, providing guidance and oversight of subordinate EKMS accounts, maintaining positive custody, control and administration of COMSEC material in cache accounts, and maintaining Marine Corps EKMS training centers. Additionally, the MCMO serves as the ISIC for I MEF MSCs/MSEs.

(3) Communications Electronic Maintenance. The Ground Communication Maintenance Section is responsible for managing the sustainment and reporting the readiness of all communications electronics equipment within I MEF. In coordination with G-6 Operations, responsible for new equipment fielding and equipment upgrades as well as training to support new and upgraded communications equipment. In coordination with G-4, responsible for planning deployed sustainment support for communications equipment.

(4) Network Operations/Information System Management Officer (ISMO). The ISMO is responsible for providing information technology (IT) services to and ISO the I MEF staff. The ISMO plans and validates all I MEF and MSC/MSE Garrison Classified and Unclassified Wide Area Network (WAN) and Local Area Network (LAN) architectures and accreditation packages, MS Exchange and Domain Name Server architectures, Transport Control Protocol and Internet Protocol architectures, and Video Teleconference (VTC) architectures. The ISMO provides technical assistance on all data and networking issues to the AC/S G-6 and all MSCs/MSEs, as required. Finally, the ISMO provides guidance on specific IT infrastructure issues to subordinate elements within I MEF.

(a) <u>Data Systems Helpdesk</u>. The Data Systems Helpdesk is responsible for administration, account management, implementation, operation, and helpdesk service support of I MEF data network services and devices.

(b) <u>Garrison Data Support</u>. The Garrison Data Support Section is responsible for administration, operation, management, execution, and technical service support of the garrison data networks within I MEF.

(5) <u>Operations</u>. The Operations Section is responsible for the conduct of C4 planning, coordination, and execution ISO I MEF and MSCs/MSEs for contingency operations and exercises. Significant Operations Section functions include:

(a) <u>Projects and Plans</u>. The Projects and Plans Section is responsible for the C4 planning, coordination, and Annex writing ISO I MEF OPT planning. This section provides planning, coordination, and system engineering and integration guidance ISO I MEF operations, contingencies, training, and exercises.

(b) <u>Amphibious Communications Support</u>. The Amphibious Communications Support Section is responsible for the coordination with USN, HHQ, coalition forces, and USMC landing forces regarding amphibious C4I requirements for embarked USMC forces. Additionally, it conducts planning and coordination with HHQ, adjacent, and subordinate units ISO future C4I requirements.

(c) <u>Satellite Transmission Systems</u>. The Satellite Transmission System Planning Section is responsible for the planning, engineering, and design of the wideband satellite communications links to include Ku, X, Ka, UHF, EHF bands, Time Domain Multiple Access (TDMA), and Frequency Domain Multiple Access (FDMA) links required to support I MEF data and voice networks. The section coordinates with HHQ, Joint Commands, Combatant Commands and the Defense Information Systems Agency (DISA), for access to Non-Secure Internet Protocol Router Network (NIPRNET), Secure Internet Protocol Router Network (SIPRNET), and Combined Enterprise Regional Information Exchange Service (CENTRIXS) network and telephone services. It also coordinates the purchase, fielding, and employment of commercial satellite systems and services to augment or replace Marine Corps tactical equipment.

(d) <u>Data Systems</u>. The Data Systems Section is responsible for planning and validating all I MEF and MSC/MSE Tactical NIPRNET/SIPRNET/CENTRIX WAN and LAN architectures and accreditation packages, MS Exchange and Domain Name Server architectures, Transport Control Protocol and Internet Protocol architectures, and VTC architectures. The section provides technical assistance on all data and networking issues to all MSCs/MSEs, as required.

(e) <u>Telephone Systems</u>. The Telephone Systems Section is responsible for planning and integrating I MEF telephone and voice-over internet protocol (VOIP) telephone networks. The section coordinates with strategic telecommunications providers including CENTCOM, service components, and DISA for voice circuit access and interoperability.

(f) <u>Spectrum/Frequency Management</u>. The Spectrum/Frequency Management Section is responsible for requesting, recording, de-conflicting, and authorizing the use of frequencies or operation of electromagnetic spectrum-dependent systems. The FMO is also responsible for producing single

channel ground airborne radio systems (SINCGARS) loadsets, communications electronics operating instructions (CEOI), managing call signs, and for electromagnetic interference resolution for I MEF.

      (g) <u>Video Teleconferencing and Audio-Video support</u>. The VTC-A/V Section is responsible for the operation, administration, configuration management, scheduling management, planning implementation, policy development and control, logistics and technical support, system engineering and integration guidance, and life cycle management of I MEF A/V – VTC systems ISO I MEF operations, contingencies, training, and exercises.

    (6) <u>Information Management Officer</u>

      (a) <u>Scope</u>. The Information Management Officer (IMO) is directly responsible to the CG for all matters pertaining to Knowledge Management (KM), Information Management (IM) and Command & Control (C2) Systems.

      (b) <u>Information Management Office Organization</u>. The IM Office consists of the IM Section, and the Command and Control (C2) Systems Integration Section, as well as support teams within these sections as outlined in the below figure. The KMO receives direct tasking from the Chief of Staff, but the KMO is under the oversight of the AC/S G-6. IMO/KMO structure is depicted below in Figure 2-16.
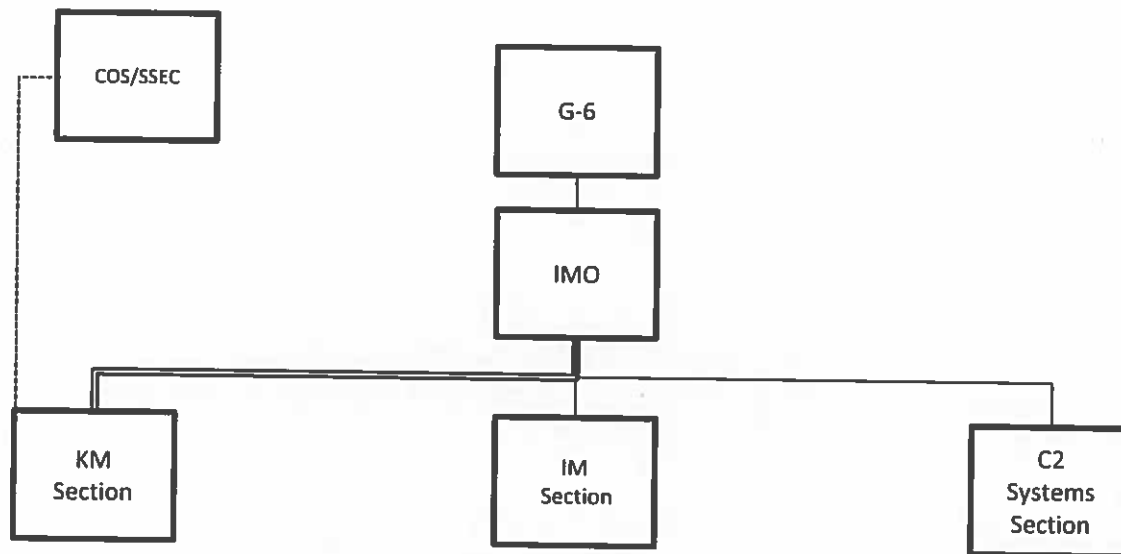
Figure 2-16: IMO Organizational Chart

      (c) <u>Functions</u>. Maintains administrative, operational, and tactical control of personnel supporting KM, IM, and C2 systems. Also, monitors the status of contracts and funding to ensure fiscal support is aligned with capability requirements. Specific functions are as follows.

1. KM Section provides IM/KM governance to include integration, methodologies, and policy standards; i. e. naming conventions, file structure, and C2 systems employment.

2. KM Section develops of business rules, processes, and procedures to maintain the quality and relevancy of information; develops and tests processes and procedures for notifying the Command representatives and select groups, i.e. Commander's Critical Information Requirements (CCIR) or Requests for Information (RFI).

3. KM Section develops efficient business rules to provide the I MEF CE with qualified, authoritative, and relevant information to facilitate decision-making.

4. KM Section hosts and facilitates I MEF CE and MSC/MSE KM/IM Working Groups; briefs results and findings directly to CoS.

5. IM and KM Sections analyze the Staff processes and develop IM Plan and Annex U.

6. IM Section synchronizes and documents the MEF Battle Rhythm.

7. IM Section coordinates and provides additional staff training to support the production of quality information through effective IM procedures.

8. IM Section monitors and synchronizes the internal and external flow of information by each staff section.

9. IM Section establishes command portals, and information repositories by classification to support collaboration.

10. IM Section plans, coordinates and executes the IM policies, C2 systems, information flow, staff processes and battle drills between internal and external organizations.

11. IM Section certifies, validates, and publishes I MEF C2 system hardware/software versions, ports and protocols.

12. IM Section develops implements and maintains and effective process to manage, assign, and control applications permissions; collaborates with G-6 to troubleshoot and direct; higher, adjacent and subordinate efforts.

13. C2 Integration Section monitors C2 systems applications and software versions to ensure consistency across garrison and tactical environments.

14. C2 Integration Section collects system information requirements from the I MEF CE and MSCs; analyzes available C2 resources and capabilities; coordinates with the G-6 to identify network and infrastructure capabilities.

15. C2 Integration Section drafts and publishes technical directives for supporting systems and application configuration changes/modifications for employment of C2 systems that support staff and mission information requirements.

7. Assistant Chief of Staff, G-7

   a. Scope. The Assistant Chief of Staff, G-7 (AC/S G-7)is directly responsible to the CG for matters pertaining to pre-deployment training in special skills and amphibious raid training for deploying MEUs including the 31st MEU. As the CG's SME for special operations, the G-7 coordinates with Special Operations Forces to enhance training opportunities with I MEF sourced MEUs. AC/S G-7 is dual-hatted as the Officer in Charge of Expeditionary Operations Training Group (EOTG). The EOTG missions is to train and evaluate deploying Marine Expeditionary Units, and other designated forces, in select individual and collective tasks, and evaluates their ability to conduct assigned Mission Essential Tasks (METs) in order to prepare those forces to support the Geographic Combatant Commanders.

   b. G-7/EOTG Organization. The G-7 consists of a headquarters section, an Exercise Branch, an Advisor Training Branch, Amphibious Raids, Ropes and Recovery Branch, and Special Training Branch as depicted in Figure 2-17.

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                          │  G-7/EOTG   │
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  │Headquarters││ Advisor  ││ Amphibious││ Special  ││ Exercise │
  │  S-Shops   ││ Training ││Raids/Ropes││ Training ││  Branch  │
  │            ││  Branch  ││and Recovery││ Branch  ││          │
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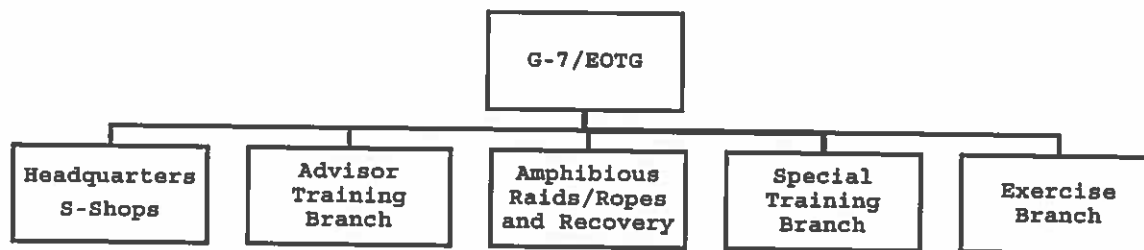
Figure 2-17: G-7 Organizational Chart

   c. Functions and Responsibilities

      (1) Headquarters. Provides support to and synchronize on-going training activities of the branches in addition to planning and executing MAGTF-level exercises.

      (2) Exercise Branch. Design and execute SPMAGTF-CC and MEU certification exercises.

      (3) Advisor Training Branch. Provide individual and collective training for I MEF advise and assist teams; in accordance with the current operating environment and theater requirements.

      (4) Amphibious Raids, Ropes and Recovery Branch. Provide individual and collective (Company-Level) training for MEUs and SPMAGTFs;MECH, CAAT-LAR, Small Boat, Surface and Airborne Raids; Embassy Reinforcement; TRAP; HRST; Assault Climbers.

      (5) Special Training Branch. Provide specialized individual and collective training to MEU Maritime Raid Force and Recon elements; Sniper, CQT, R&S Course, VBSS/GOPLAT, Security Element Course.

      (6) Responsibilities are as follows:

         (a) Support of MEU Pre-Deployment Training Program (PTP) and, as required, SPMAGTF and other designated units.

(b) Maintain a cadre of qualified instructors capable of developing, instructing, evaluating, and certifying special individual, high-risk, and collective tasks required by MEUs and, as required, SPMAGTFs and other designated units.

(c) Provide resident expertise in the integration of Special Operations Forces and MEUs, and, as required other designated units.

(d) Provide resident expertise, instruction, and coordination with joint forces, interagency, inter-governmental and multinational organizations to facilitate training in support of the MEU and other designated unit PTPs. Facilitate the integration of coalition and foreign forces into MEU and other designated unit PTPs, as required.

(e) Provide resident expertise, instruction, and coordination in Foreign Humanitarian Assistance, Non-Combatant Evacuation Operations, embassy reinforcement, and Tactical Recovery of Aircraft and Personnel.

(f) Maintain the capability and provide assistance to the MEUs and SPMAGTFs during realistic military training off federal installations and in diverse environments, to include alternate training venues and opportunities.

(g) Test and evaluate doctrine, equipment, and weapons in support of the MEU program, as directed.

8. <u>Assistant Chief of Staff, G-8</u>

a. <u>Scope</u>. The Assistant Chief of Staff, G-8 (AC/S G-8) is directly responsible to the CG for matters pertaining to resource management, fiscal compliance and business reform initiatives. Additionally, the G-8 is responsible for:

(1) Providing subordinate financial management personnel with fiscal leadership, financial management training, management oversight of account performance and Military Occupational Specialty (MOS) development opportunities.

(2) Shaping financial management actions through close and continuous coordination with counterparts on higher, adjacent, and subordinate staffs.

(3) Serving as I MEF Travel Program Manager.

(a) Provides oversight for the overall I MEF travel program, including integration and coordination of functional areas of administration, comptroller and disbursing/finance. The I MEF travel program includes the Defense Travel System (DTS), and the Government Travel Charge Card (GTCC) Program.

(b) Ensures a I MEF GTCC Agency Program Coordinator (APC) is established in writing. The I MEF GTCC APC provides oversight and verifies that MSC/MSE GTCC APCs are trained, have the necessary tools and are performing the appropriate functions and responsibilities in managing their MSC/MSE GTCC programs. This collateral duty is assigned to the I MEF G-8.

(c) Ensures a I MEF ODTA is established in writing to provide oversight and verify that MSC/MSE ODTAs are trained, have the necessary tools and are performing the appropriate administrative functions and

responsibilities within the travel process. Appointee must be a SNCO or above and possess sufficient maturity.

b. G-8 Organization. The G-8 Division consists of the Budgeting, Accounting, and Resource, Evaluation & Analysis (RE&A) Sections as depicted in Figure 2-18.
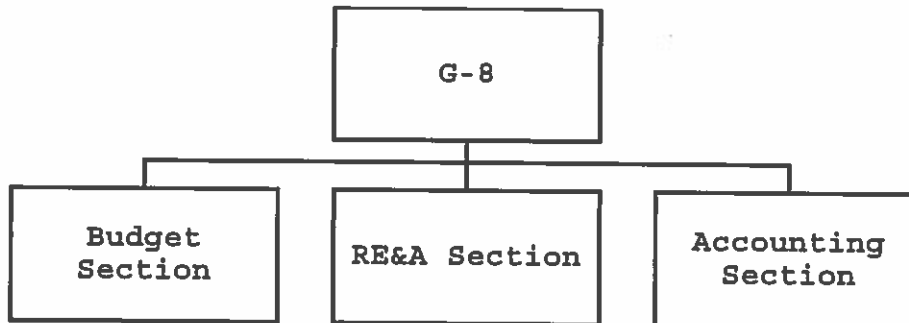
Figure 2-18: G-8 Organizational Chart

c. Functions

(1) Budget Section

(a) Coordinates development of the I MEF annual budget. Provides commanders with tools to identify and prioritize requirements and deficiencies to HHQ. Analyzes current and prior year fiscal data to ensure MSC budget requests are consistent with budget execution.

(b) Coordinates the development and validation of I MEF Program Objective Memorandum (POM), Mid-Year Review (MYR) and Current Year Deficiency (CYD) submissions.

(c) ICW with G-3 FOPS, publishes the exercise fiscal LOI establishing procedures for preparation of budgets, identification of costs, and reimbursement of I MEF TEEP exercise expenses.

(d) Tracks execution of the I MEF Commander's annual budget, and develops recommendations for the allocation of resources to achieve command priorities.

(2) Accounting Section

(a) Maintains oversight of transactions posted in the Standard Accounting Budget and Reporting System (SABRS) to ensure the validity and accuracy of accounting data.

(b) Conducts evaluations and analyses of fund manager accounts for the purpose of promptly detecting and correcting problems. Focus areas include proper use of funds, transaction coding structure, obligation validations, and financial accounting processing times.

(c) Resolves unsatisfactory conditions arising from established financial procedures, practices, records and accounting system problems and deficiencies.

(d) Serves as I MEF Finance Defense Travel Administrator (FDTA) for the DTS.

<u>1</u>. The FDTA has fund control responsibility within DTS and is responsible for ensuring that all financial information remains current and accurate.

<u>2</u>. Provides oversight and verifies that MSC FDTAs are trained, have the necessary tools and are performing the appropriate functions and responsibilities within the travel process.

(3) <u>Resource Evaluation and Analysis (RE&A) Section</u>

(a) Provides timely insight into the efficiency of the command's performance of its missions and functions, and detects potential fraud, waste, abuse or mismanagement.

(b) Serves as the I MEF Marine Corps Managers' Internal Control Program (MCMICP) Coordinator. The MCMICP documents the existence of internal controls for processes and functions, assesses the adequacy and effectiveness of established internal controls, and documents the results of annual internal control efforts. I MEF CE staff sections are required to appoint in writing an Internal Control Coordinator (ICC) who is responsible for coordinating the MCMICP within their functional area.

(c) Performs reviews, evaluations, assessments, analyses, and economy/efficiency-related studies which are usually (but not necessarily) resource-related.

(d) ICW the CIG, coordinates external audits, surveys and studies. Also performs liaison, conducts coordination, prepares audit responses, and conducts follow-up (tracking and on-site verification) for all external audits.

(e) Serves as lead agent on all internal and external financial audits, surveys and studies.

Section 2 - Special Staff

1. <u>Public Affairs (PA)</u>

a. <u>Scope</u>. The Director, Public Affairs Office (PAO) is directly responsible to the CG for all matters regarding crisis communication, key leader media/public engagements, communication synchronization across staff functions, community relations activities, PA operational planning, online key stakeholder engagement and media relations. The PA Director advises the CG, DCG, staff and MSCs/MSEs on PA policy, provides PA guidance, serves as the official command spokesperson and oversees and directs communication synchronization throughout the MEF, ensuring it is consistent with Commandant of the Marine Corps (CMC) guidance.

b. <u>PAO Organization</u>. The PAO consists of the Plans and Operations Section, the Public/Online Outreach Section, and the News Production Section as depicted in Figure 2-19.

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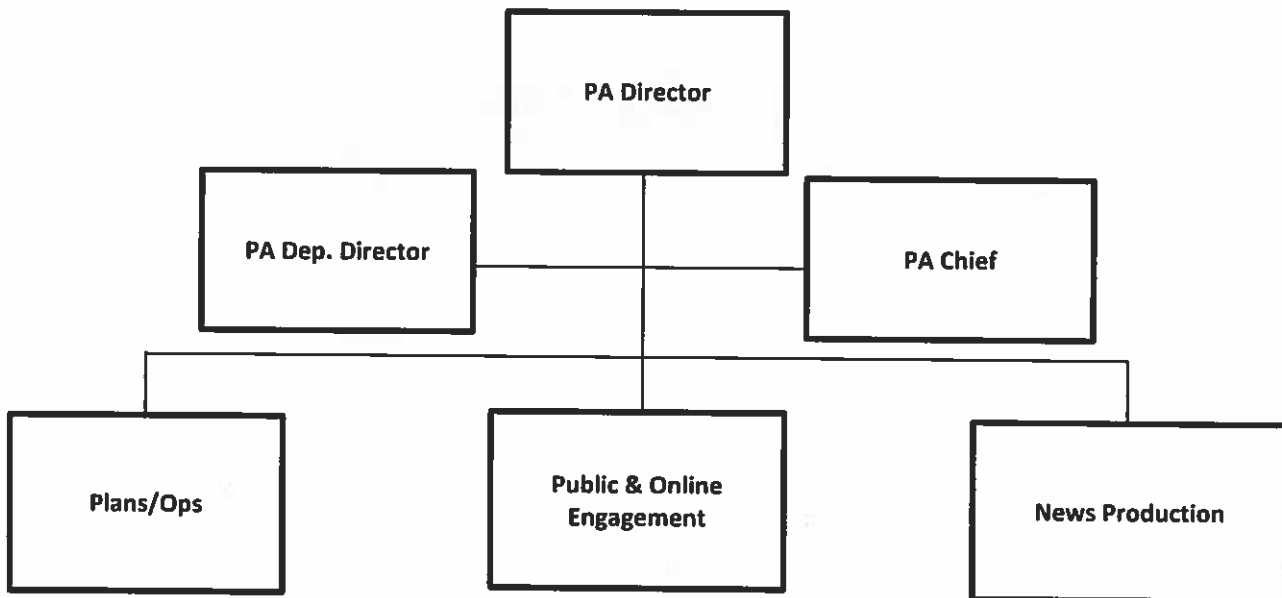
Figure 2-19: Public Affairs Organizational Chart

c.   Functions

(1) Public/Online Outreach Section. The public/online outreach section is responsible for all facets of public engagement to include managing the I MEF community relations program; planning and executing media operations to include radio, television, print, and social media; and developing social media products for mass distribution across military and key media networks. Significant Media Section functions include responding to media queries, drafting media releases and advisories, providing training on media engagement and HQMC or DoD policy pertaining to discussion of larger defense initiatives, coordinating and overseeing all media engagements, developing PA guidance and appropriate talking points, handling all crisis communication issues, and assessing and analyzing media.

(2) Plans and Operations Section. The Plans and Operations section is responsible for coordinating and integrating PA into the operational planning process, managing the pre-deployment training and readiness of the I MEF PA staff, and managing the day-to-day operations within the I MEF PA department. Significant Plans and Operations Section functions include coordinating with the operations sections to generate the appropriate Annex and PA plan for operational orders and attending pertinent meetings and boards, bureaus, centers, cells and working groups (B2C2WG) IOT develop PA plans and synchronize activities ISO the PA campaign plan.

(3) News Production Section. The News Production Section acquires, processes, develops and markets photos, news stories, video and multimedia products for immediate distribution throughout the Marine Corps, DoD and commercial media outlets. Products are based on the I MEF Campaign plan as well as supporting guidance/tasks from COCOMS, HQMC, DON and DOD. Significant Production Section functions include acquiring raw digital imagery and video, compiling and editing news products for distribution IAW industry standards and DoD and Marine Corps news style guides, marketing news

products to hometown, niche, regional and national media to create interest in reproduction or amplifying media opportunities, and creating and managing distribution platforms to circulate internal command news information to I MEF service members and families.

2. Staff Judge Advocate

    a. Scope. The Staff Judge Advocate (SJA) is directly responsible to the CG for all matters pertaining to the full range of legal and quasi-legal matters. The SJA supervises the processing and disposition of, and performs statutory functions (e.g., Article 34 advice and SJA Review) for all military justice matters and administrative separations including officer misconduct processing and managing the Officer Disciplinary Notebook. Additionally, the SJA reviews petitions under Article 138, Uniform Code of Military Justice (UCMJ), and provides a legal sufficiency review of Inspector General of the Marine Corps Hotline Complaints and Equal Opportunity Complaints.

    b. SJA Organization. The SJA Office consists of the Operational Law, Military Justice, Ethics and Administration Sections as depicted in Figure 2-20.
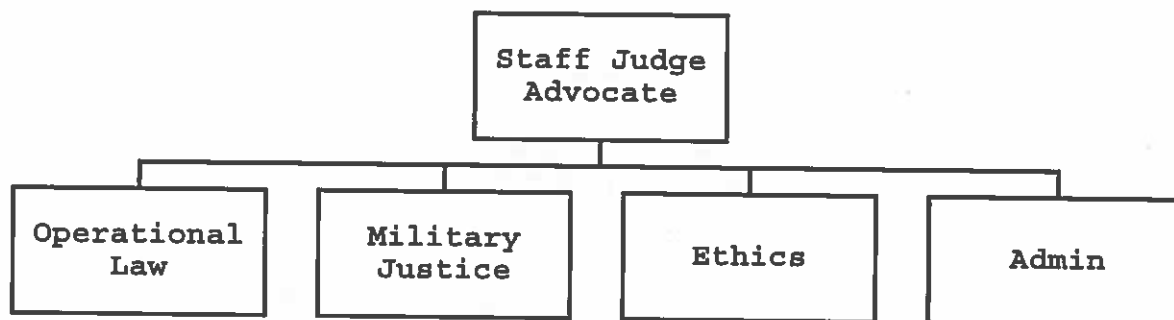
Figure 2-20: SJA Organizational Chart

    c. Functions

        (1) Investigations. Coordinates, reviews, provides advice, and prepares CG endorsements on investigations to include death, line of duty misconduct, and escalation of force investigations.

        (2) Ethics. Provides standards of conduct and ethics advice to CG and staff, and manages submission of annual ethics training and financial disclosure reporting.

        (3) Rules of Engagement (ROE). Provides advice on the law of armed conflict and the development, formulation, and interpretation of ROE.

        (4) Legal Review. Per DoD Directive and Marine Corps Order, conducts mandatory review of all plans, including CONPLANS and OPLANS, for operational matters and ensures compatibility with international law, U.S. statutes, and other directives. Also advises on the interplay of treaties, international agreements, status of forces agreements (SOFA), U.S. national policy, security assistance, and their effect on military plans and operations.

        (5) Prisoners and Detainees. Provides advice and guidance on prisoner-of-war and detainee matters.

(6) <u>International Legal Matters</u>. Advises with respect to legal issues that surface during operations and exercises including but not limited to foreign claims, solatia, and criminal and civil jurisdiction issues.

(7) <u>Civil Law Enforcement Support</u>. Provides guidance in matters pertaining to military assistance to civil law enforcement, plus national and international drug interdiction efforts.

(8) <u>Humanitarian Law</u>. Provides guidance on humanitarian law and matters pertaining to military responsibility in asylum, refugee, and temporary refugee cases.

(9) <u>Status of Forces</u>. Coordinates with HQMC Judge Advocate Division and MARFORPAC in negotiations of SOFAs

(10) <u>Liaison</u>. Conducts liaison and coordination with the legal staffs of higher, adjacent and subordinate commands and organizations to include Department of State (DoS), DoD, Department of Justice (DoJ), Department of Education (DoE), diplomatic missions, and coalition nations, as appropriate.

(11) <u>Oversight</u>. Provides legal advice on intelligence oversight.

(12) <u>Privacy Act</u>. Advises on Freedom of Information Act (FOIA) and Privacy Act issues and serves as Alternate/Delegated Initial Denial Authority.

(13) <u>Public Affairs</u>. Advises on PA releases on legal issues or with legal implications.

(14) <u>Contract Oversight</u>. Advises staff and coordinates legal review for contract negotiation.

(15) <u>Courts Martial</u>. Coordinate with I MEF G-1 for identification and assignment of panel members for General Courts-Martial.

(16) <u>Legal Assistance</u>. Coordinates and augments legal services support with Legal Services Support Section - West (LSSS-W), Marine Corps Installations West.

(17) <u>Educational Programs</u>

(a) ICW the SJA, MARFORPAC; the Officer in Charge (OIC), LSSS-W, MCIWEST; and the Regional Defense Counsel, develops continuing legal education for all judge advocates and legal services personnel within I MEF.

(b) Facilitates law of armed conflict training programs to include assistance in the development of individual and unit training.

3. <u>Command Inspector General / Force Preservation Directorate</u>

a. <u>Scope</u>. The Command Inspector General (CIG) / Force Preservation (FP) Directorate is directly responsible to the CG for all matters pertaining to the overall direction and supervision of I MEF Command Inspector General's Office, Safety, Equal Opportunity, Sexual Assault Prevention and Response, Preventative Behavioral Health, and Combat Operational Stress Control (COSC)/Resiliency. Additionally, the CIG/FP Directorate provides the uniformed oversight/supervision of the FRO program.

b. CIG/FP Directorate Organization. The CIG/FP's Office consists of Command Inspector General's Office, Safety, Equal Opportunity, Sexual Assault Prevention and Response, Preventative Behavioral Health, and Combat Operational Stress Control (COSC)/Resiliency as depicted in Figure 2-21. Note, the dotted line separating the Inspector General below indicates that serves as an independent fact finder/inspector.
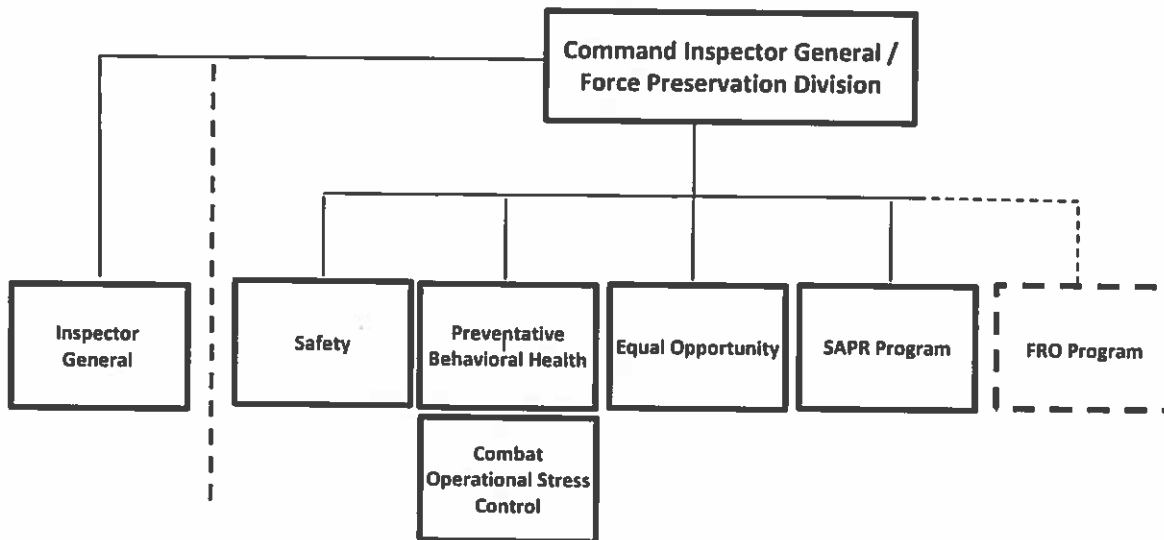
Figure 2-21: CIG Organizational Chart

c. Functions

(1) Command Inspector General

(a) Commanding General's Inspection Program (CGIP). Conducts inspections to identify systemic issues and policies impacting unit operational readiness or mission accomplishment.

(b) Assist Visits. Conducts visits to selected commands to identify systemic issues and policies impacting unit operational readiness or mission accomplishment.

(c) Hotline complaints. Manages hotline complaints received by IG's office.

(d) Intelligence Oversight. In conjunction with the Staff Judge Advocate and the G-2, the CIG provides oversight of intelligence collection activities.

(e) Investigation Support. Provides support in the areas of non-criminal investigations to include fraud; gross waste or inefficiency of government resources; abuse and misuse of authority, power, or position; mismanagement; substantial and specific danger to public health or safety; procurement irregularities; reprisals; and other matters of interest to the CG.

(2) Safety. Manages the development of training for safety programs, safety surveys, program reviews, and major mishap investigations in addition to ongoing analyses of mishap data to eliminate mishap recurrence. Significant Safety functions include coordinating and facilitating fielding of Tactical Safety Specialists for I MEF units during deployments and

exercises, endorsing formal Safety Investigation Reports to HQMC, Safety Division and Naval Safety Center, and implementing policy and directing Marine Corps risk management, safety, and occupational health programs.

(3) Equal Employment Opportunity Program. Directs the Command Equal Employment Opportunity Program for the CG.

(4) Behavioral Health Program. Supervises and coordinates I MEF implementation of USMC directed resiliency programs. Ensures that I MEF service members and their families have a clear and comprehensive understanding, resources, and treatment for Post-Traumatic Stress Disorder, Depression, Suicide, and substance abuse.

(5) Sexual Assault Response Coordinator (SARC). The SARC advises the CG, DCG, C/S, SgtMaj, and CMDMC on SAPR program policies, evidence-based prevention training, and oversight of victim-centric services. The purpose of the SAPR program is to eliminate incidents of sexual assault through a comprehensive approach that centers on awareness and prevention, training and education, reporting, response, victim advocacy, and accountability. The SARC also facilitates training and the appointment of qualified SARCs throughout I MEF.

4. Dental

   a. Scope. The Force Dental Officer is directly responsible to the CG for all matters pertaining to the overall direction and supervision of I MEF dental treatment, policies, training, dental related operational concepts and dental support.

   b. Force Dental Organization. The Force Dental Officer is assigned as a Special Staff Officer to the CG and is also the Commanding Officer of 1st Dental Battalion/Naval Dental Center Camp Pendleton (1st DENBN/NDCCP). There is no organizational office for the Force Dental Officer.

   c. Functions

   (1) Serves as Clinical Privileging Authority for all Dental Officers assigned to I MEF and 1st DENBN/NDCCP, in garrison and deployed.

   (2) Supervises the Medical Staff Services Professional (MSSP)/Credentials Specialist, a civilian employee who manages the 1st DENBN/NDCCP and I MEF medical and dental credentialing and privileging programs.

   (3) Supervises implementation of dental health care delivery programs to maximize Operational Dental Readiness and the Dental Health Index for I MEF and co-located shore activities.

   (4) Coordinates with 1st DENBN/NDCCP Operations and Training Department (S3/S4) and 1st MLG for personnel augmentation to medical units ISO in-theater casualty replacements.

5. Force Surgeon

   a. Scope. The Force Surgeon is directly responsible to the CG for all matters pertaining to the provision and quality of healthcare for the force. The Force Surgeon governs all medically related policies and procedures and recommends employment of medically related operational concepts and systems.

The Force Surgeon also provides oversight of Deployment Health, Immunizations, Health Service Support and Preventive Medicine.

   b.   Force Surgeon Organization. The Force Surgeon's Office consists of the Force Surgeon, Health Service Support Element (HSSE) and the Preventive Medicine Section as depicted in Figure 2-22.
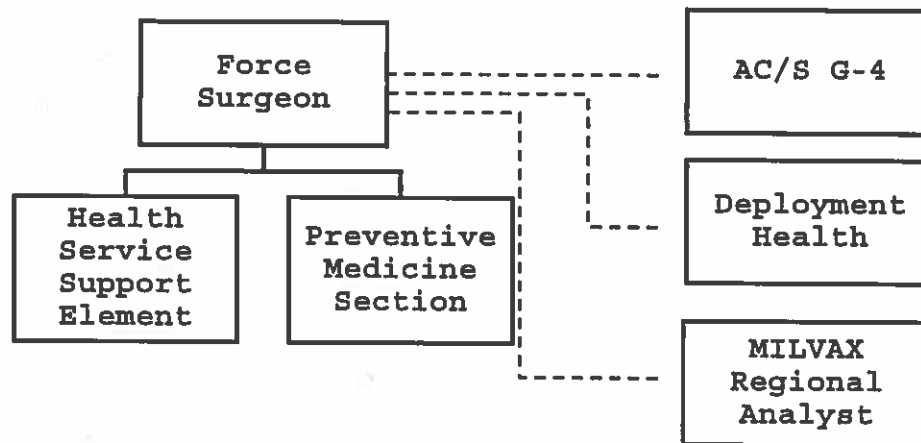
Figure 2-22: Force Surgeon Organizational Chart

   c.   Functions. Exercises staff supervision and technical control over medical activities throughout I MEF via the MSC/MSE Surgeons on activities affecting the health of the force.

      (1) Immunizations. Works with the MILVAX Regional Analyst, who serves as the regional immunizations expert to the Force Surgeon, in all areas of implementation to include: vaccine demand and distribution, monitoring of compliance, monitoring of any adverse events, and all related marketing endeavors.

      (2) Deployment Health. Works with the Deployment Health Representative and Navy Medicine to ensure effective implementation of the Deployment Health programs for active and reserve components by increasing access to services and providing outreach and education on post-deployment activities. Provides ongoing Deployment Health program support to the field commanders, increases Post Deployment Health Readiness Assessment (PDHRA) program compliance, compiles, analyzes, interprets and reports PDHRA program data for the force.

      (3) Medical Quality and Credentialing. The Force Surgeon is the Privileging Authority (PA) for I MEF, entrusted to grant active privileges and carry out adverse privileging actions as required. The PA ensures compliance of professional medical staff in meeting established Bureau of Medicine (BUMED) and HQMC requirements, assigns the Medical Executive Committee (MEC) chair, and works with the MEC to provide the highest quality of medical care. Also, the PA supervises Medical Staff Services Professionals in verification and preparation of staff appointment applications.

      (4) Health Services Augmentation. Coordinates Blue-in-Support-of-Green (BISOG) sourcing to include Individual Augments, Temporary Additional Duty, Health Services Augmentation Program (HSAP), and Reserve Component Augmentation with the AC/S G-1 Navy Administration section.

(5) <u>Medical and Dental Readiness</u>. Publishes policy and procedures for the documentation and reporting of Individual Medical Readiness (IMR) requirements Maintains cognizance on the health of the force and coordinates efforts to achieve maximal health of the force.

(6) <u>Health Service Support Element</u>. Plans, coordinates, integrates and monitors overarching plans at the MSC level to ensure integration of the I MEF's medical concept of employment for assigned capabilities. Specifically, evaluates and plans for medical evacuation, medical regulation, and treatment of casualties both in garrison and while deployed.

(a) <u>Medical Planning</u>. Directs and supervises the operational medical planning and logistics ICW the AC/S G-4; verifies manning documentation accuracy for medical support; and, provides input to the G-35 on the TPFDD and medical force flow in preparation for overseas movement. Also, coordinate the activities of all subordinate medical planners to include: approval of health care annexes, appendices, and input for operations and CONPLANs; and, coordinate the dissemination of medical intelligence and captured material ICW the Preventive Medicine section.

(b) <u>Medical Supply</u>. ICW the AC/S G-4, monitors and coordinates materiel readiness and deployment/retrograde of the medical assets and equipment ISO I MEF activities and health service support operations (includes all class VIII(A) and class VIII(B) requirements).

(c) <u>Medical Administration</u>. Performs all daily administrative tasks to include: filing; data input and processing; publication and directive maintenance; and, message endorsement.

(d) <u>Training</u>. Coordinates medical and force health protection (FHP) training for the force ISO readiness activities and provides recommendations, for revision of pre-deployment training requirements in response to changes in practices. Also, supports and designs training to build the bench.

(e) <u>Inspection Programs</u>. Provides SME as a member of the CGIP inspection team and conducts Technical Assist Visits on required training and preventive medicine programs in addition to CGI requirements. Also, participates in Joint Commission readiness.

(7) <u>Preventive Medicine Section</u>. Significant Preventive Medicine Section functions include the following:

(a) Maintains an aggressive FHP Program and Preventive Medicine Program for the force.

(b) Monitors the status of the force and emerging threats and developing solutions world-wide.

(c) Provides guidance and policy on all Public Health-related issues such as disease outbreak investigations, public health emergency preparedness, and entomological support.

(d) <u>Reports/Correspondence</u>. Prepares and submits required reports and correspondence for all public health and preventive medicine issues; acts as the Medical Readiness Reporting System (MRRS) account manager for I MEF, and adjudicates all requests for MRRS access.

(e) Investigations. Coordinates investigations for all unusual disease occurrences or outbreaks, and develops specific recommendation and plans for countermeasures in collaboration with appropriate health authorities.

(f) Food Safety/Sanitation. Provides advice, guidance, and policy that govern food safety, field sanitation, and other related concerns.

(g) FHP/Readiness. Provides advice, guidance and policy to ensure all personnel meet minimum medical readiness requirements for deployment, including pre-deployment chemoprophylaxis and vaccination. Also, issues an annual FHP message to promulgate any updates to current deployment health guidelines and requirements.

6. Force Chaplain

a. Scope. The Force Chaplain is directly responsible to the CG for all matters pertaining to the direction, provision and facilitation of Religious Ministries and the technical supervision of Chaplains and Religious Program Specialists (RP) in I MEF. The Force Chaplain serves as the spiritual leader for I MEF CE and advises the commander and staff on religion issues affecting operations, policies, moral and ethical decisions, family readiness, and the implementation of COSC. The Force Chaplain reviews documents and instructions that have religious content or otherwise impact religious ministries.

b. Force Chaplain Organization. The Force Chaplain is assigned as a Special Staff Officer to the CG and has no organizational office.

c. Functions. The Force Chaplain ensures provision and facilitation of ministries to all faith groups through chaplains, lay leaders, and civilian clergy, when authorized, to I MEF personnel on deployment and in garrison.

(1) Ministry Support. Ensures adequate religious ministry coverage for field exercises, operations and deployments.

(2) Logistical Support. Ensures the combat logistical support block (basic load) is built and maintained IAW Religious Ministry Team Handbook MCRP 6-12A.

(3) MSC/MSE Coordination. Coordinates with MEB/MSC/MSE Chaplains to ensure provision of religious ministries to all military and other authorized personnel.

(4) Integration. Coordinates area cooperative ministries with the MCI WEST Chaplain. Serves as a member of Family Readiness Board, Force Preservation Board, and other boards as required.

(5) Inspections. Conducts annual readiness inspections for combat ministry in each of the MSCs. Provide subject matter expertise as a member of the CGIP inspection team.

7. Family Readiness Officer

a. Scope. The Family Readiness Officer (FRO) is directly responsible to the CG for all matters pertaining to Family Readiness. The FRO provides Marines, Sailors, and their family members information and referral (I&R) through the Family Readiness Program. The FRO is responsible for briefing

MSC/MSE FROs on Family Readiness issues and policies and serves as the primary I MEF representative providing command family readiness outreach.

    b. <u>FRO Organization</u>. The FRO is assigned as a Special Staff Officer to the CG and has no organizational office.

    c. <u>Functions</u>

        (1) Informing MSC/MSE FROs on Family Readiness issues and policies.

        (2) Serves as the primary I MEF representative providing command family readiness outreach.

        (3) Represents I MEF at the Marine and Family Programs Committee conducted quarterly at HQMC.

        (4) Ensures MSCs/MSEs conform to applicable guidance and regulations in the execution of the Unit Personal Family Readiness Program (UPFRP).

        (5) Prepares and distributes official written and oral information/communication through HQMC organizational communication tool.

        (6) Provides Marines/Sailors and family members with official command communications and provides I&R services for emerging challenges.

        (7) Coordinates and attends Family Readiness Command Team meetings, volunteer appreciation events, and closing ceremonies related to family readiness.

        (8) Assesses the family readiness training and education needs of I MEF Marines/Sailors and their families. Establishes training schedules and coordinates delivery of training.

        (9) Assists Marines/Sailors in establishing an effective Family Care Plan (FCP).

        (10) Tracks I MEF Family Readiness Officer pay across west coast installations.

        (11) Tracks seniority of all I MEF Family Readiness Officers.

        (12) Tracks performance evaluations of all I MEF Family Readiness Officers.

        (13) Tracks comp time and comp pay out of all I MEF Family Readiness Officers.

        (14) Conducts site visits to all installations where I MEF personnel are stationed.

8. <u>Center for Naval Analyses Representative</u>

    a. <u>Scope</u>. Assignment and use of the CNA Representative (or CNA Field Representative) at Marine Corps commands are outlined in Marine Corps Order (MCO) 5223.3A "Assignment and Utilization of CNA Field Representatives" and MCO 3902.1D "Marine Corps Studies System (MCSS)."

b. CNA Representative Organization. The CNA Representative is assigned as a Special Staff Officer to the CG and has no organizational office. The I MEF G-3 provides administrative support to the CNA Representative.

c. Functions

(1) IAW MCO 5223.3A and 3902.1D, the I MEF CNA Representative provides "dedicated full-time on-site analytical support" to CG I MEF. The CNA Representative acts in an "advisory capacity" and gives "analytic assistance in areas such as supporting evaluation of operational capabilities, optimum use of resources, analyses of field exercises, planning and analysis of combat operations, and the development and evaluation of tactics."

(2) IAW MCO 5223.3A, a collateral duty of the I MEF CNA Representative is to provide liaison between I MEF and CNA headquarters "in mutual support of both organizations." More specifically, IAW MCO 3902.1D, I MEF CNA Representative coordinates I MEF inputs to the annual CNA HQ USMC Core Studies Program via the MCSS process.

(3) The I MEF CNA Representative is a member of the 1st MEB/I MEF Command Element (CE) and will typically deploy with the CE to provide on-site analytical support to the MEB/MEF leadership IAW with procedures outlined in MCO 5223.3A.

9. Foreign Disclosure Officer

a. Scope. The Foreign Disclosure Officer is directly responsible to the CG for matters pertaining to the disclosure of classified military information (CMI) and controlled unclassified information (CUI) to foreign personnel.

b. FDO Organization. The FDO is assigned as a Special Staff Officer to the CG and has no organizational office.

c. Functions.

(1) Develops and manages the Command Foreign Disclosure Program.

(2) Formulates and coordinates the command's annual foreign disclosure training and education program.

(3) Retains records of all disclosure and release decisions.

(4) Performs and documents annual site assist visits of MSCs/MSEs.

(5) Coordinates with the Information Assurance (IA) manager and Security Manager on Foreign Disclosure concerns. Develops policies to address and mitigate foreign disclosure vulnerabilities.

(6) Interprets U.S. national and theater foreign disclosure policy and advises commanders in accordance with published directives.

(7) Determines disclosure and/or release of Classified Military Information (CMI) and Controlled Unclassified Information (CUI) submitted by I MEF Staff and MSCs.

(8) Coordinates foreign visits to I MEF via the online Foreign Visit System.

     (9) Coordinates all requests for CMI and CUI with Marine Corps commands, Pacific Command (PACOM), and DOD entities and national organizations.

     (10) Establishes and maintains the I MEF FDO SharePoint websites on I MEF NIPR and SIPR Portals.

     (11) Coordinates with the I MEF G-2, G-3, G-4, and G-5, to ensure involvement in MEF-level foreign exercise planning and execution.

     (12) Manages all foreign exchange officers and foreign liaison officers assigned to I MEF.

Section 3 - I MEF Headquarters Group

1. Scope. The Commanding Officer, I MHG is a MSE commander to the CG, I MEF and serves as the Commanding Officer for all personnel assigned to the I MEF CE. The Commanding Officer (CO), I MHG is responsible for integrating the actions and aligning the support processes of I MHG staff functions with I MEF CE staff sections. The Commanding Officer ensures processes for administrative actions, disciplinary actions, and tasking assignments are established and communicated throughout the I MEF CE.

2. I MHG Headquarters Organization. I MHG is organized into a command group and supporting staff sections as depicted in Figure 2-23.
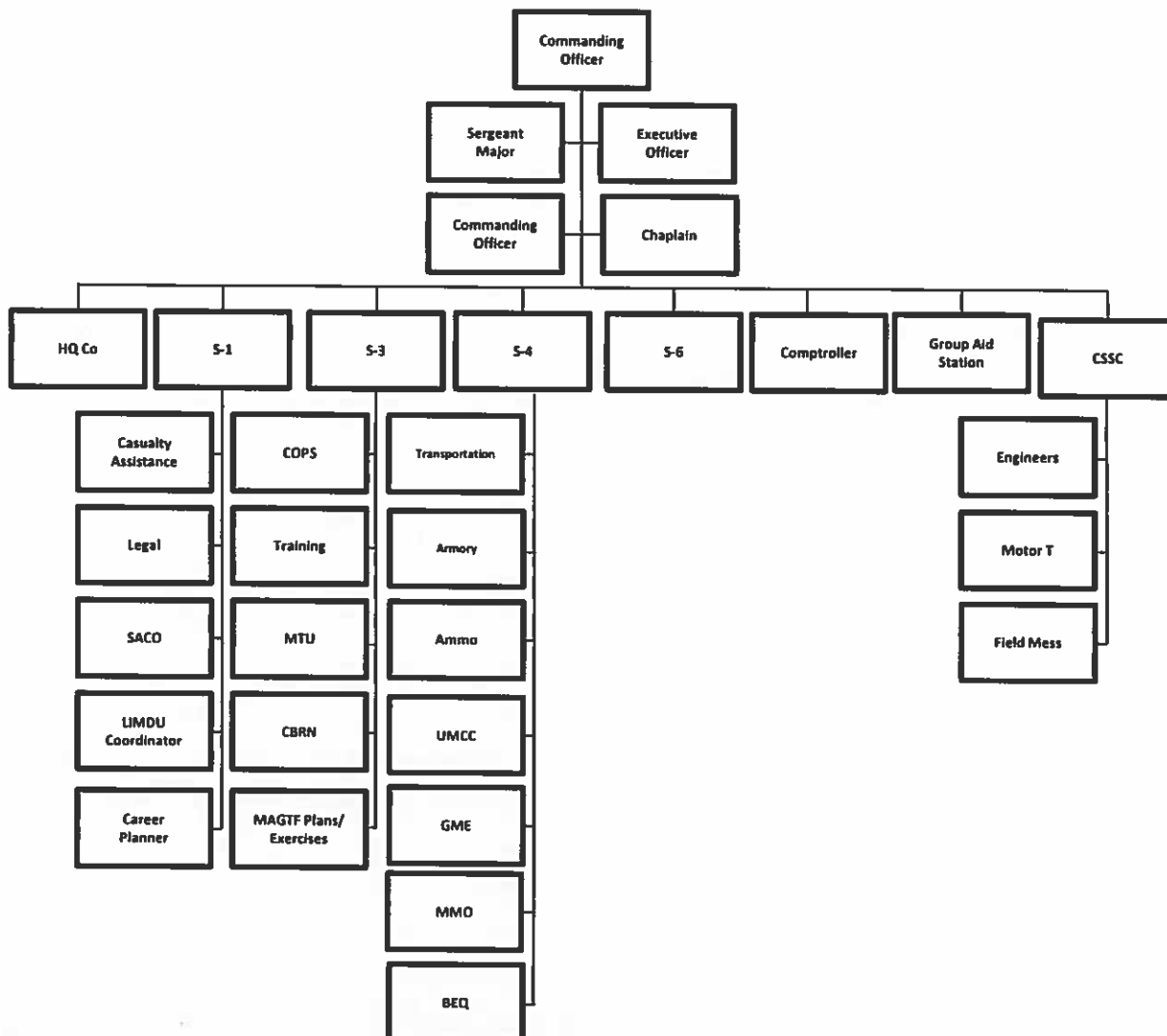
Figure 2-23: I MHG Organizational Chart

3. Functions

    a. Command

(1) CO, I MHG conducts non-judicial punishment (NJP) of I MEF CE personnel and has special court-martial convening authority.

(2) CO, I MHG has endorsement authority for all awards submitted on I MEF CE personnel through iAPS.

(3) Provides oversight of Force Preservation Council.

b. Headquarters Company. The Company Office provides administrative and training support to I MHG and I MEF CE to include personnel readiness, completion of annual training requirements professional military education, and distribution of awards and promotions. Screens and evaluates MHG HQ Co personnel for Force Preservation Council.

c. Administrative Section (S-1). The S-1 Provides administrative support to I MEF CE personnel to include Personnel Reporting, GTCC Program, legal support, Casualty Affairs, promotions, Mail Room services, Check In/Out processing, DTS management, Career Planning, Personnel Casualty Reports (PCR) and Serious Incident Reports (SIR) processing.

d. Operations Section (S-3). Provides operations, plans, and training support to I MEF CE personnel, I MHG Headquarters, and the five Major Subordinate Elements. Various support activities to include coordinating the deployment, set-up, and security of the MEF COC with the I MEF G-3; responsible for I MHG's TEEP, exercise planning, MEB, MPF, TSC, MEU, SPMAGTF, OPLANS, CONPLANS, Out year TEEP coordination, and the support to the I MEF Campaign Plan; providing CBRN training and reporting; coordinating all formal school seats; providing all individual Annual Training events including PFT, CFT, swim qualification, rifle/pistol, MCMAP, and CBRN; coordinating all mandated training such as DADT and suicide awareness; providing PTP training; managing the BCP program and conducting quarterly weigh-ins and reporting medical, dental, and PTP completion as part of Readiness Reporting.

e. Logistics Section (S-4). Provides logistical support to I MEF CE, I MHG Headquarters, the five Major Subordinate Elements, SPMAGTFs, Advisor Assist Teams, and various Task Forces. Logistical support includes Embarkation, MMO, Ammunition, Armory, GME Support, Barracks support and Transportation; conducts planning and preparation for movement/deployment of the MEF CE and MHG to the field as well as the set up and establishment of the MEF camp site; coordinates with the 21 Area Commander for facilities maintenance requests, facilities demands, and overflow billeting; and coordinates with the I MHG FRO for all support required for family readiness events to include all deployment/redeployment receptions, and family days.

f. Combat Service Support Company. Provides logistical support to I MEF CE and MSEs with Motor Transport, Maintenance, Field Mess, and Engineers. Coordinates with I MEF CE and MSEs to organically provide Motor Transportation, Maintenance, Field Messing, and Engineering.

g. Comptroller. MHG Comptroller section provides financial management support to I MEF CE staff sections to include fiscal guidance, training, funding authorization letters, and planning tools to assist in the development and management of section budgets.

(1) Individual staff sections are responsible for developing and submitting annual budget requests to the I MHG Comptroller. Requests for additional funding will be submitted in writing to the I MHG Comptroller by the staff section principal and must be fully justified.

(2) Staff Sections are responsible for researching individual transactions and providing supporting documentation as necessary, to enable the I MHG Comptroller to validate, reconcile and correct transactions recorded in SABRS.

h. I MHG Chaplain. The I MHG Chaplain is directly responsible to the I MHG CO for all matters pertaining to the direction, provision and facilitation of Religious Ministries and the technical supervision of MSE Chaplains and Religious Program Specialists (RP) in I MHG. The I MHG Chaplain serves as the spiritual leader for I MHG and advises the commander and staff on religion issues affecting operations, policies, moral and ethical decisions, family readiness, and the implementation of COSC. The I MHG Chaplain ensures provision and facilitation of ministries to all faith groups through chaplains, lay leaders, and civilian clergy, when authorized, to I MEF personnel on deployment and in garrison. The I MHG Chaplain is designated as the I MEB Chaplain for deployments and exercises.

Chapter 3 - Staff Battle Rhythm

1. <u>Overview</u>. The Battle Rhythm is an operational tempo of synchronized reports, processes, and events established to collect information requirements, conduct information analysis, and deliver relevant outputs to enable decisions. The C/S is the functional owner of the Battle Rhythm and tasks the IMO with maintaining synchronization and coordination processes. The optimal Battle Rhythm is documented below as a guideline. The Battle Rhythm is expected to ebb and flow ISO I MEF's operational tempo.

2. <u>Battle Rhythm Diagram</u>. Figure 3-1 is a visual representation of the Battle Rhythm. The top portion of the diagram denotes the significant, reoccurring events/reports where the Command Group and staff interact to facilitate decision-making and situational awareness. The backdrop, in the center of the diagram, is the I MEF LOOs presented in the I MEF FY Campaign Plan. Overlaid on top are the staff's weekly, monthly, quarterly, semi-annual/annual and as required events/reports that support the LOOs. The bottom of the diagram highlights how our Battle Rhythm focuses on a quarterly cycle. Our monthly Working Groups feed the quarterly I MEF Summit, which in turn supports input to the HQMC Battle Rhythm events of the Force Sync Conference, Ops Summit and ultimately, the EOS. Lastly, throughout the diagram are two-sided arrows to denote the critical flow of information between the Command Group, staff and higher, adjacent and subordinate organizations.

COMMAND GROUP

CG, DCG, C/S

Situational Awareness
MEF

Meetings: CG, C/S, Ops/Intel,
Reports: Battle Cmd Display, Task Tracker, Assessments

—Info Flow— —Info Flow— —Info Flow— —Info Flow—

Weekly	Monthly	Quarterly	Semi-Annual/ Annual	As Required
Meetings: CG's Meeting, Ops/Intel Update, CGs Intel Deep Dive, C/S Meeting, Deputies Synch Meeting, Senior Enlisted Meeting	**Meetings:** Air Frag Conference, Comm Integration WG, Force Management WG, G-3 Huddle, Info Management/Knowledge Management WG, Planners WG, Readiness Reporting WG, Training and Service Requirements WG, Manpower WG, MEF Acquisition Review Board (MARB), Naval Integration Board, Naval Integration WG, CMC Ops/Intel, MARFORPAC CUB	**Meetings:** I MEF Summit, Force Preservation Board, Logistics Board, Prioritized Engineer Project List (PEPL), MPF Quarterly Symposium, Mission Assurance WG, Threat WG, Behavioral Health and Brain Injury Advisory Committee	**Meetings:** TEEP Conference, CE Advocate Board	**Meetings:** Awards Board, Civilian Resource WG, Resource Management WG, Distinguished Visitors WG, Resilience WG, LFORM On-load/offload, Movement coordination, MEU On-load/offload, MPS On-load/offload, DSCA WG, Language/Culture WG, Comm Integration WG
Reports: Ops Summary, MIC Report, Task Tracker	**Reports:** DRRS, Assessments, Forces Available, GTCC, Medical/Dental Readiness	**Reports:** Crisis Forces Available, Campaign Plan (FRAGO)	**Reports:** Command Chronology, Budget, Statement of Assurance, Training Plan, Campaign Plan	**Reports:** WYWG, FSMAO, CGIP

MEF Lines of Operation (LOOs)

—Info Flow— —Info Flow— —Info Flow— —Info Flow—

Subordinate: MSCs, MSEs

Adjacent: 3rd Fleet/I Corps, MCI-W/MCB Camp Pendleton, II MEF/III MEF

Higher: HQMC, MARFORs

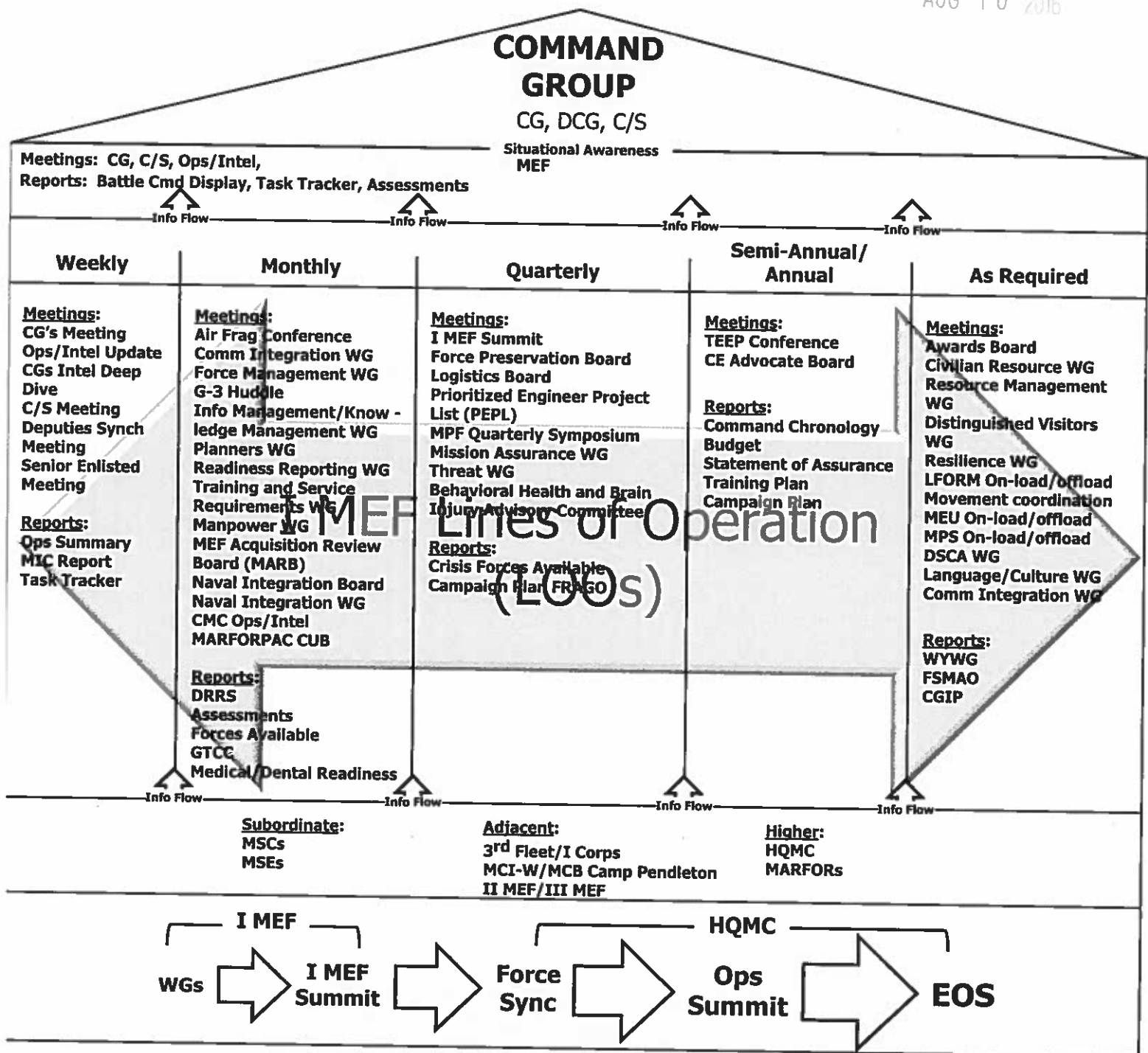I MEF ⎯⎯⎯⎯⎯⎯ HQMC ⎯⎯⎯⎯⎯⎯

WGs → I MEF Summit → Force Sync → Ops Summit → EOS

Figure 3-1: I MEF Battle Rhythm

3. I MEF Visual Process Summary. Figure 3.2 provides an overview of the I MEF Staff Process. Guiding documents are noted on the left and include the Quadrennial Defense Review, National Security Strategy, National Military Strategy, USMC Commanders Planning Guidance and Service Compaign Plan, and the I MEF Capstone and Campaign Plan. Force Requirements come from the Marine Forces Command (MARFORCOM) Playbook, are CMC approved, and include both emergent and rotational requirements. Weekly and monthly battle rhythm events are oriented toward the Commander and fall within the parameters of the Commander's Lines of Operation (LOOs). Staff efforts on a weekly and monthly basis feed the quarterly I MEF Summit, which in turns feeds the MARFORCOM Force Synchronization Conference, the HQMC Operations Summit, and finally the Executive or General Officer Off-site. Running in parallel to the I MEF Summit is the Quarterly Force Preservation Board, which feeds the Semi-annual Executive Force Preservation Board (HQMC led).
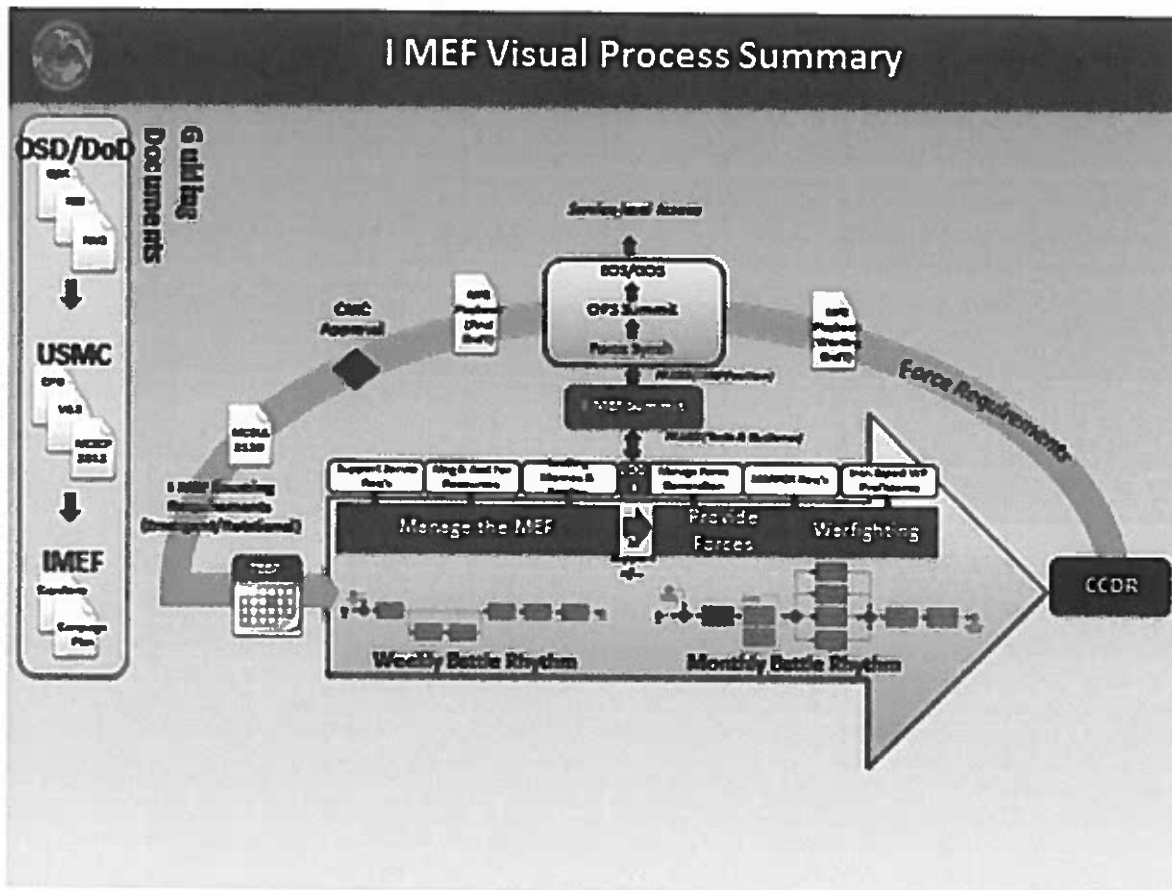
Figure 3-2: I MEF Visual Process Summary

4. I MEF Battle Rhythm Diagrams. Figures 3.3, 3.4, and 3.5 show service-level events, monthly and quarterly operations events, and weekly intenal MEF events. The arrows indicate how events support other events; for example in Figure 3-4 events feed the I MEF quarterly summit on the far right. Weekly events are in the bottom bar, beginning with the Deputies Synchronization on Mondays and culminating in the CG's meeting at the end of the week. There

are several other Battle Rhythm Events that are not directly related to the below flows. An all inclusive list of standing Battle Rhythm events are located in Figures 3-6 and 3-7.

Figure 3-3: Service Level Battle Rhythm Flow

Figure 3-4: Monthly/Quarterly Operations Battle Rhythm Flow
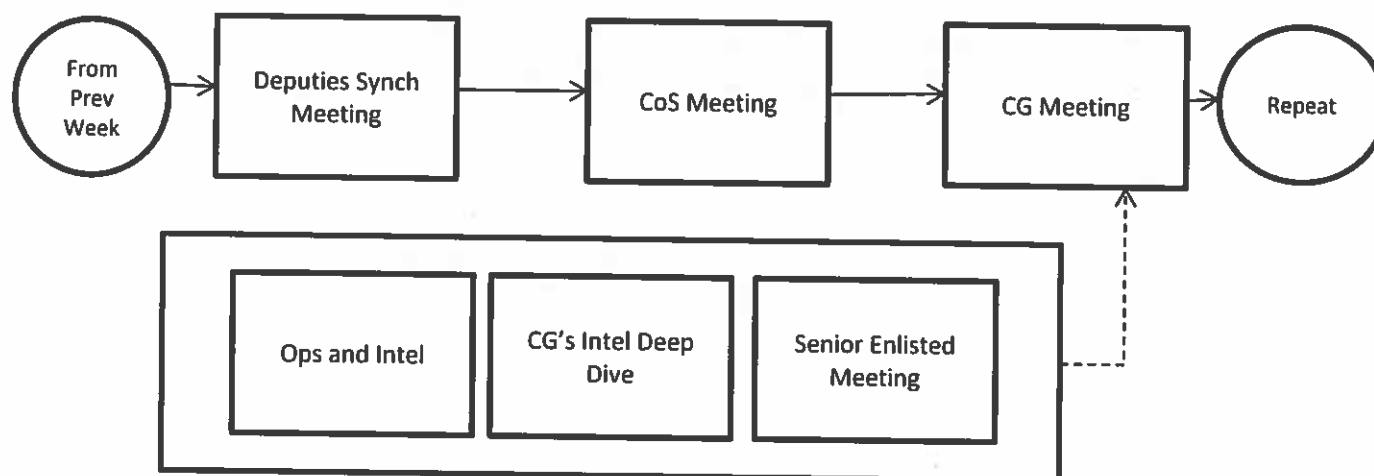
Figure 3-5: Staff Weekly Battle Rhythm Flow

5. Battle Rhythm Matrix. Figure 3-6 is the I MEF Battle Rhythm Matrix. This Matrix depicts the staff's annual, quarterly, monthly/semi-monthly, weekly and as required events by frequency, time, lead, event, acronym and location. The optimal battle rhythm is a suggestion 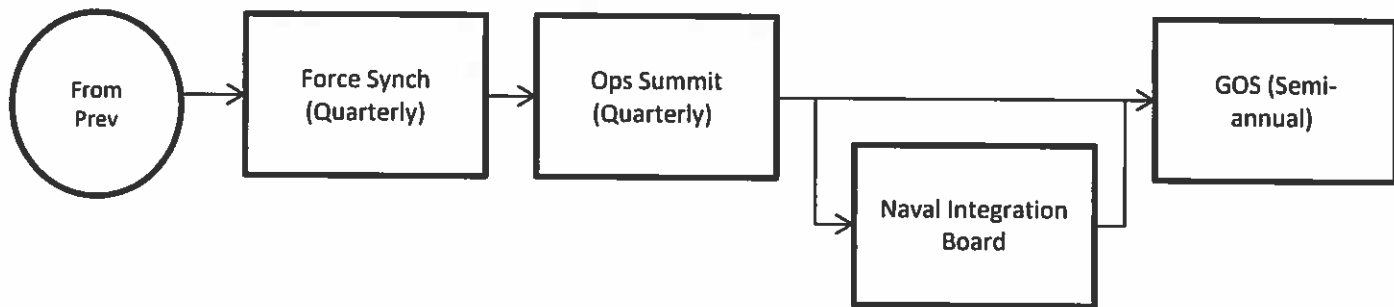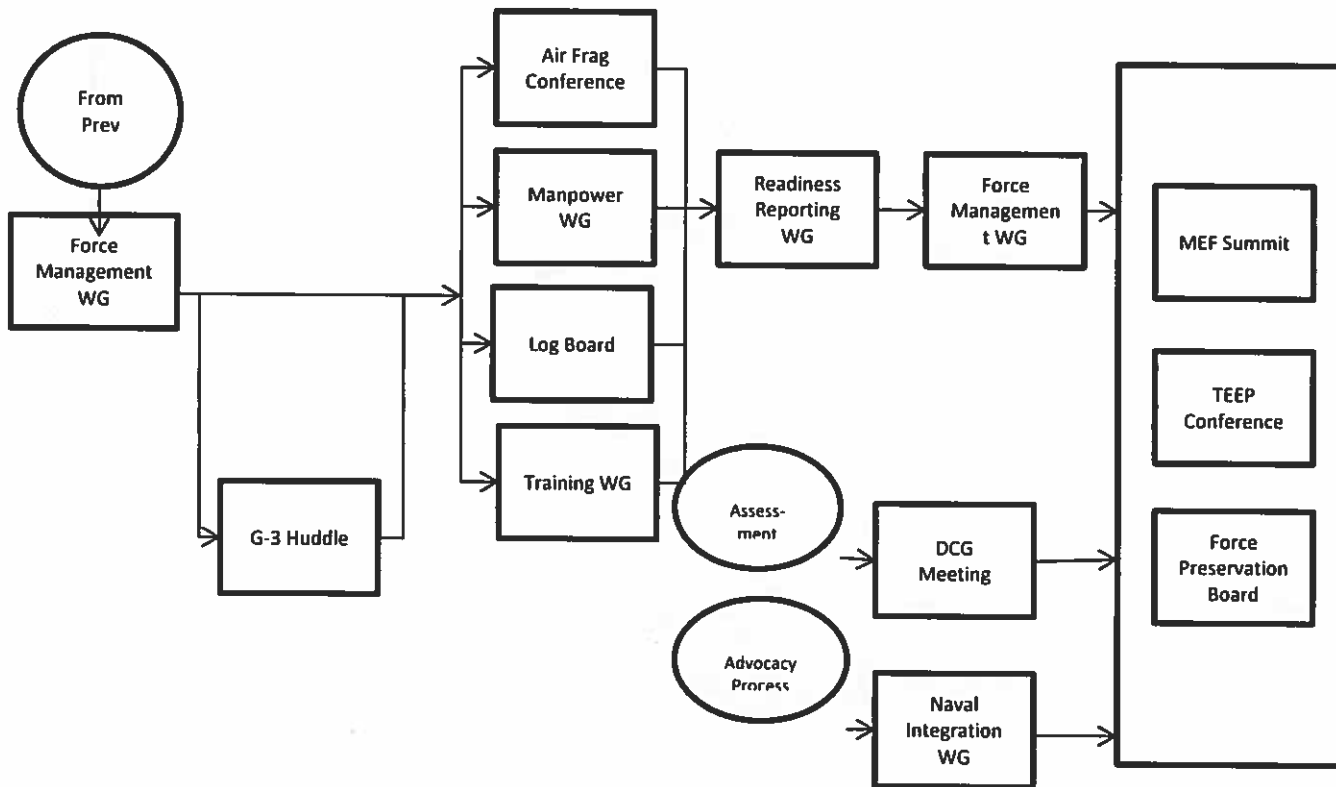of "perfect alignment" to be used as a baseline for managing "real-life" schedules. The Matrix is aligned to coordinate, integrate, and synchronize I MEF CE events to gain maximum efficiencies across staff channels.

Frequency	Meeting/Board/Working Group	Acronym	Lead	Time	Location
Annual	Performance Awards Review Board	PARB	G-1	TBD	TBD
Annual	Non-Appropriated Fund Civilian Awards Review Board	NAFARB	G-1	TBD	TBD
Semi-Annual	TEEP	TEEP	G-35	TBD	MOC Auditorium
Semi-Annual	Command Element Advocate Board	CEAB	G-35	TBD	TBD
Quarterly	I MEF Summit	Summit	G-3	TBD (CG Sched)	MOC Auditorium
Quarterly	CG Quarterly Force Preservation Board	QFPB	CIG	TBD (CG Sched)	CG Conf Room
Quarterly	MPF Quarterly Symposium	MPF	G-4	TBD	TBD
Quarterly	Logistics Board	Log Bd	G-4	Second Thursday 0800-1200	TBD
Quarterly	Mission Assurance WG	MAWG	G-33	TBD	TBD
Quarterly	Threat Working WG	TWG	G-33	TBD	TBD
Quarterly	Prioritized Engineer Project List	PEPL	G-4 Engr	TBD	G-4 Conf Rm
Quarterly	Behavioral Health and Brain Injury Advisory Committee	BHBIAC	CIG	TBD	CG Conf Room

Monthly	Naval Integration Board	NIB	G-37	TBD	CG's Conf Room
Monthly	Air Frag Conference	AirWG	G-35	2d Week Monday 0800	MOC OPT Room
Monthly	Force Management WG	FMWG	G-35	3rd Week Friday 0800	MOC OPT Room
Monthly	G-3 Huddle	Huddle	G-35	3rd Week Wednesday 1030	MOC Auditorium
Monthly	Information Management Knowledge Management WG	IM/KM WG	IMO/KMO	3rd Week Tuesday 1030	MOC OPT Room/Crow's Nest
Monthly	Planners WG/Huddle	PWG	G-35	1st Week Tuesday 1000	MOC OPT Room
Monthly	Readiness Reporting WG	RRWG	G-37	2nd Week Thursday 1300	MOC OPT Room
Monthly	Training and Service Requirements WG	TSRWG	G-35	1st Week Wednesday 0800	MOC OPT Room
Monthly	I MEF Acquisition Review Board	MARB	G-4	Last Friday 1000	CG Conf Room
Monthly	CMC Ops/Intel Brief	CMC O&I	G3	TBD	CG Conf Room
Monthly	Commander, MFP Commanders Update Brief	MFP CUB	G3	TBD	CG Conf Room
Monthly	DSCA Working Group	DSCA WG	G33	TBD	TBD
Bi-Monthly	Manpower WG	MWG	G-1	1st & 3rd Week Thursdays 1300	MOC OPT Room
Bi-Monthly	Naval Integration WG	NIWG	G-37	2/4 Thursday	MOC OPT Room
Weekly	Commanding Generals Mtg	CG Mtg	CG	Every Thursday 1400	CG Conf Room
Weekly	Chief of Staff Mtg	C/S Mtg	C/S	Every Wednesday 0830	CG Conf Room
Weekly	Deputies Synch Meeting	Dep Synch	G-3	Every Monday 0830	MOC Auditorium
Weekly	Operations/Intelligence Brief	Ops/Intel	G-3	Every Tuesday 0900	MOC Auditorium
Weekly	CG's Intelligence Deep Dive	CG Meeting	G2	Every Tue 1030	MIC Conf Room
Weekly	Senior Enlisted Meeting	Sr Enl Mtg	SgtMaj	TBD	CG Conf Room
As Req	Resource Management WG	RMWG	G-8	TBD	CG Conf Room
As Req	Awards Board	Awards Bd	G-1	TBD	Virtual

As Req	Civilian Resource Working Group	CRWG	G-1	TBD	CG Conf Room
As Req	Distinguished Visitor WG	DVWG	C/S	TBD	CG Conf Room
As Req	Resilience WG	RWG	CIG	TBD	CG Conf Room
As Req	LFORM onload/offload Coordination Meeting	LFORM	G-4	TBD	TBD
As Req	Movement Coordination Meeting	Movement Coord Mtng	G-4	TBD	TBD
As Req	MEU onload/offload Coordination Meeting	MEU	G-4	TBD	TBD
As Req	MPS onload/offload Coordination Meeting	MPS	G-4	TBD	TBD
As Req	Communication Integration WG	CIWG	PAO	TBD	TBD
As Req	Language and Culture Working Group (LCWG)	LCWG	G-2	TBD	TBD

Figure 3-6: I MEF Battle Rhythm Matrix

6. <u>Meetings, Working Groups, and Boards</u>. Figure 3-7 is the I MEF Events Matrix. This Matrix provides the description, membership, input and outputs of I MEF CE events.

Event	Performance Awards Review Board
Description	Reviews and provides Incentive awards to recognize I MEF Civil Service employees for exceptional accomplishments, performance above expectations, and contribution to mission accomplishment.
Membership	G-1, G-2, G-3/5, G-4,G-6, G-7, G-8
Input	Award nominees
Output	Selected awardees
Associated Events	N/A
Event	Non-Appropriated Fund Civilian Awards Review Board
Description	The NAFARB reviews and provides Incentive awards to recognize I MEF NAF employees for exceptional accomplishments, performance above expectations, and contribution to mission accomplishment.
Membership	C/S, AC/S G-1, and Inspector General
Input	Award nominees
Output	Selected awardees
Associated Events	N/A
Event	TEEP Conference
Description	Develops a synchronized planning "tool."
Membership	G-1, G-2, G-3, G-4, , G-6, G-7, G-8, MSC/MSE G-3/S-3s, MFP G-3/5, MFC G-3/5/7, 3d Fleet N3 and Special Staff invited
Input	FMWG; Annual Training Plan; Bn/Squadron PTP/deployments; MEU PTP/deployments; TSC; Joint Service Initiatives; MARFORCOM Playbook, Campaign Plan, Capstone Document, MFP Campaign Plan.
Output	Visual 3 year TEEP as an Excel Spreadsheet; Message transmitted to H-A-S; Playbook entries to MARFORCOM.

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Associated Events	Force Sync Conference, MFP TEEP Conference, Planners' Huddle, I MEF Summit, and Fleet Schedule Conference
Event	**Command Element Advocacy Board**
Description	The CEAB solicits input from the Operating Forces and the MARFOR Headquarters regarding CE and selected cross-cutting MAGTF issues, develops solutions for and makes recommendations on current MAGTF synchronization challenges, and provides direction for achieving CMC vision, as stated in Marine Corps Vision and Strategy 2025 and other guidance as applicable, on behalf of the CE in order to enhance future warfighting capabilities for the MAGTF CE in particular and the MAGTF in general.
Membership	CG, DCG, COS, G-3, other O-6 participants, as required
Input	CEAB action topics as required.
Output	Positions on CEAB action topics; CG input as a voting member of the board.
Associated Events	I MEF Summit, OAG
Event	**CMC Ops/Intel Brief**
Description	Provides timely information relevant to the common operational and intelligence situation throughout the Marine Corps. Additionally, the staff provides information updates for high profile issues and tasking.
Membership	CG, DCG, C/S, All General and Special Staff, MHG, DIV, MLG, MAW, MEUs
Input	Primary collection point for brief products, intelligence picture, OPSEC picture, Common Operating Picture.
Output	Situational Awareness.
Associated Events	I MEF O&I brief, CoS meeting, and CG's Staff Meeting
Event	**Commander, MFP Commanders Update Brief**
Description	Provides MARFORPAC timely information relevant to the common operational and intelligence situation throughout I MEF
Membership	None, information is provided in the form of slides for MFP CUB
Input	Relevant common operational and intelligence situation throughout MSCs, MEUs, and deployed I MEF units
Output	CUB slides for MPF CUB
Associated Events	I MEF O&I
Event	**I MEF Summit**
Description	Updates and assesses I MEF progress across LOOs, provides updated prioritization guidance, forecasts, and plans against anticipated requirements for the next 90 days. The I MEF Summit is the primary battle rhythm event used to coordinate, integrate, and synchronize I MEF and MSC OAA.
Membership	CG and MSC Commanders identified I MEF and MSC/MSE staff
Input	CG Priorities, Focus and Guidance; MSC Commanders' Briefs; Campaign Plan; LOO status, issues, way ahead for next 90 days; FMWG & G3 Monthly Meeting input.
Output	The I MEF Summit is described in a quarterly FRAGO (from I MEF CP) message that captures guidance and assigns tasks for next 90 days. Informs HQMC Force Synch Conference and Ops Summit.
Associated Events	G-3 Huddle, HQMC Force Synch Conference, CMC O&I
Event	**CG Quarterly Force Preservation Board**

Description	Serves as I MEF's leadership forum of opportunity to identify, discuss, and resolve issues affecting the readiness of the force.
Membership	CG/DCG chairs, CGs of each MSCs or their representatives, C/S and SgtMaj of MSEs, Supporting establishment reps (e.g. MCCS, Naval Hospital), G-3, G-7, Safety, Surgeon, Chaplain, and FRO
Input	Issues developed by CIG, Safety, MSCs, data calls.
Output	I MEF policies regarding force preservation. Prepare the CG for HQMC's Executive Force Preservation Board.
Associated Events	Preparation of trend briefs by participants and rehearsal of specific topic presentations 3-5 days prior. Read ahead presentations sent out to participants 1-2 days prior.
Event	**Mission Assurance Working Group**
Description	Brings together SMEs to discuss protection related programs, policies and training opportunities in order to identify shortfalls. Mission Assurance sub-working groups such as the Antiterrorism WG, Continuity of Operations WG, Threat WG, Critical Asset/Infrastructure WG, will also be incorporated into this event, or conducted separately as requirements dictate.
Membership	ATFP Cell, G-2 Plans/CI/HUMINT, G-33 CBRND, G-33 EOD, G-3 OPSEC, G-3 Training, G-4, G-6, SJA, Safety, PAO, Science Advisor, G-8 Comptroller, MSC ATOs, Area 21 Antiterrorism Officer (ATO), MCB CPEN ATO and PMO, MCI WEST ATO and Information Fusion Mgr, and NCIS
Input	MA program policy and training issues/shortfalls.
Output	MA program change recommendations for CG/G-3 decision.
Associated Events	MA Threat WG, MFP AT WG, MCIWEST-MCB CAMPEN MA WG, MSC MA WGs, HQMC CIP WG, MA OAG, MP OAG, DSCA WG, OPSEC WG, North County Joint Terrorism WG.
Event	**I MEF MPF Quarterly Symposium**
Description	Brings together all prepositioning stakeholders across the MEF, to review, analyze and validate planning documents, employment requirements, and operational capabilities that best supports the MEF's concept of operations.
Membership	MEF G-3/G-4, MSC G-3/G-4 to include all commodity SMEs within those organizations
Input	Planning documents from HQMC PP&O (POE-40), I&L (LPO-2), and LOGCOM (BIC)
Output	I MEF operational input across the commodities that assist in decision-making on the prepositioning objective. Planning tools I MEF MSCs can take back to their staffs to support MPF employment operations.
Associated Events	Incorporates information and taskings from HQMC led OPTs, Deploy the MEF/OPLAN OPTs hosted by I MEF, and any information regarding upcoming I MEF MPF exercise planning. Brief preparation by G-3 and G-4 MPF planners presenting specific topics 3-5 days prior. Read ahead presentations sent out to participants 1-2 days prior and posted on I MEF G-4 MPF Sharepoint.
Event	**Air Frag Conference**
Description	Allocates I MEF aviation to I MEF MSCs/MSEs, supporting establishment and other air support requirements. I MEF Air Frag Conference is announced via naval message which provides prioritization guidance for utilization in the coming month.
Membership	Air Cell, G-7, 3d Fleet, 3D MAW, 1st MARDIV, 1st MLG, 1st

	ANGLICO, MAG-11/13/16/39
Input	ASR's/JTAR's from I MEF and non-MEF units to include other services.
Output	Monthly FRAG support per I MEF CG's priority guidance; supports TWG.
Associated Events	G-3 Huddle, HQMC Force Synch Conference, and MARFORPAC G-3 Sync
Event	Naval Integration Working Group
Description	To discuss pertinent issues across the warfighting functions that involve MAGTFs and Naval Integration with a focus on MEU force generation. To update understanding of amphibious issues and schedules and to advance local Naval Integration efforts. Mechanism to facilitate the validation and prioritization of requirements for naval assets and amphibious training. To provide an update to the I MEF CG/DCG on the status of key issues.
Membership	Expo Reps from: G-1,2,3,4,6,7,8, Div, Wing, MLG, MHG, 11th, 13th & 15th MEUs, SPMAGTFs
Input	Specific maritime MAGTF and Naval Integration topics and issues (ie: Great Green Fleet, C4I systems, MEU budgets, aviation qualifications, etc) Impacts to MAGTFs and/or Naval Integration Upcoming MEF and C3F exercises Amphibious Ship Schedules.
Output	Understanding of amphibious issues across all functions. Topics needed for GO level review and decision. Items needed to be reconciled with ESG-3 or C3F. Recommendations on MAGTF M/T/E issues.
Associated Events	Naval Integration Board
Event	Naval Integration Board
Description	To present pertinent issues across the warfighting functions that involve MAGTFs and Naval Integration with a focus on MEU force generation to DCG. To update understanding of amphibious issues and schedules and to advance local Naval Integration efforts. Mechanism to facilitate the validation and prioritization of requirements for naval assets and amphibious training. To provide an update to the I MEF CG/DCG on the status of key issues.
Membership	Expo Reps from: G-1,2,3,4,6,7,8, Div, Wing, MLG, MHG, 11th, 13th & 15th MEUs, SPMAGTFs
Input	Specific maritime MAGTF and Naval Integration topics and issues (ie: Great Green Fleet, C4I systems, MEU budgets, aviation qualifications, etc), impacts to MAGTFs and/or Naval Integration, and upcoming MEF and C3F exercises Amphibious Ship Schedules.
Output	Understanding of amphibious issues across all functions. Topics needed for GO level review and decision. Items needed to be reconciled with ESG-3 or C3F. Recommendations on MAGTF M/T/E issues.
Associated Events	CGs Staff Meeting, CMC O&I
Event	Threat Working Group
Description	Fuses intelligence, CI, security, law enforcement, and operations information to develop threat assessments,

	generates risk management recommendations, and action sets to reduce risk to personnel and assets. May be incorporated into the Quarterly MAWG or conducted separately.
Membership	ATFP Cell, G-2 Staff CI/HUMINT, G-3 OPSEC, G-3 IO, MSC ATOs, Area 21 ATO, MCI WEST ATO and Information Fusion Mgr, NCIS
Input	Current Threat Brief.
Output	Risk management recommendations to the CG/G-3.
Associated Events	MA Threat WG. MFP AT WG, MCIWEST-MCB CAMPEN MA WG, MSC MA WGs, HQMC CIP WG, MA OAG, MP OAG, DSCA WG, OPSEC WG, North County Joint Terrorism WG.
Event	Force Management Working Group
Description	Reviews OEF, MEU and GFM; CCDR TSC; Training Support; Service Initiatives; and core competency exercise requirements levied on I MEF to source. The FMWG addresses immediate redistribution and resource allocation solutions for near term deploying units, anticipates midterm shortfalls that require CG I MEF influence, and prioritizes long range capability sets per CG I MEF priorities.
Membership	MEF General Staff, MHG S-1, S-3, S-4 and MSC/MSE G-1, G-3, G-4
Input	MSC D-240 and D-180 msg(s); H-A-S issues; standard weekly sourcing brief.
Output	Status of issues (Man, Equip, Train) to Command Group; decision points identified to G-3 for Command Group. FMWG feeds MFP SVTC, PP&O SVTC, I MEF Summit and Quarterly Frag.
Associated Events	FMWG feeds MFP SVTC, PP&O SVTC, I MEF Summit and Quarterly Frag.
Event	G-3 Huddle
Description	Provides an opportunity for Operations Officers to share situational awareness and identify operational issues requiring immediate staff attention. Informal, small group setting.
Membership	G-3 (COPS/FOPS), and MSC/MSE G/S-3s; G-1, G-4, G-5, G-7, and G-8 as necessary
Input	FMWG and emerging issues from G-3. Published standard agenda and format. Working Group summary provided.
Output	Informs I MEF Summit, coordinates and resolves emerging issues and informs Command Group.
Associated Events	I MEF Summit, MARFORPAC G-3 Synch
Event	Information Management/Knowledge Management Working Group
Description	Provides short/long term goals and objectives supported by an end state to achieve the vision and implied tasks for implementing IM and KM within the I MEF CE, and MSCs.
Membership	All General and Special Staff, MHG, DIV, MLG, MAW, MEUs
Input	Information requirements.
Output	Recommended and prioritized IM/KM solutions.
Associated Events	CoS Meeting, Ops and Intel, Deputies Sync, Planners Huddle
Event	Logistics Board
Description	Addresses operational logistics issues across the MEF with an emphasis on sustainment, reconstitution and enterprise initiatives (i.e., GCSS-MC, FSMAO). Reviews short lead-time materiel requirements with cross-organizational solutions ISO of deployed units. Provides MSCs/MSEs an opportunity to identify logistics issues requiring HHQ assistance and facilitates equipment and facility sourcing

	issues. Spearheads concerns to HHQ and adjacent commands in order to provide timely solutions due to force reduction challenges.
Membership	G-2, G-3, G-6, G-8, MSC/MSE G-4/S-4s; SMEs within the G-4; LOGCOM, FSMAO, SMU, MOS and DLA
Input	Sub G-4 Working Group recommendations.
Output	AMHS Messages (plans, policy and directives) to H-A-S.
Associated Events	E-mail solicitation for topics from the MSC logistic counterparts 7-10 days prior. Brief preparation by G-4 sections presenting specific topic 3-5 days prior. Read ahead presentations sent out to participants 1-2 days prior.
Event	**Planners Working Group**
Description	Provides an opportunity for action officers to share situational awareness of ongoing planning efforts and operational issues within the CE and MSC/MSE.
Membership	I MEF G3 (COPS/FOPS) and MSC/MSE planners; G-1, G-2, G-4, G-5, G-6, PAO, Surgeon planners, as necessary
Input	Crisis Response, MAGTF Training, OPLAN/CONPLAN readiness, Force Management, MEF OAA, and Planning Efforts.
Output	Issues identified for G-3 Huddle.
Associated Events	G-3 Huddle, I MEF Summit
Event	**Readiness Reporting Working Group**
Description	Develops I MEF DRRS-MC Readiness Report.
Membership	G-1 Personnel Officer, G-2 Operations Officer, COPSO and Deputy, ATFP Cell, CBRNO, Deputy FOPSO, FOPS Fires and OPT Cell Lead, Deputy G-4, MEF Mobility Officer, Deputy G-5, G-6 Operations Officer and MHG S3 Training
Input	Recommended readiness levels and comments for each of the DRRS-MC resource areas and MET assessments.
Output	Draft DRRS-MC report submitted to DCG and C/S for submission as the I MEF DRRS-MC Report.
Associated Events	Training and Service Requirement WG, Logistics WG, and Manpower WG
Event	**Training and Service Requirements Working Group**
Description	Coordinates training requirements and tasks in order to maximize training opportunities, de-conflict training and address training issues within I MEF.
Membership	G-3, G-4, G-7, Training Officers from MSCs/MSEs, MCB, and TECOM Training Support Center
Input	TEEP, Agenda, and FMWG issues.
Output	Issue resolution, resource allocation, PTP guidance, Feeds FMWG, Planners Working Group, and TEEP Conference.
Associated Events	TEEP WG, Readiness Reporting WG
Event	**Manpower Working Group**
Description	Convenes in order to source and manage personnel staffing and IAs.
Membership	G-1 Ops, MSC/MSE G-1s/S-1s, G-3 FOPS (Sourcing); other staff sections, as required
Input	Current manpower sourcing issues, FMWG issues, G-3 Monthly Meeting.
Output	Sourcing solutions and manpower issue resolutions.
Associated Events	Naval Integration Working Group
Event	**Commanding General's Meeting**
Description	Weekly staff meeting to brief the CG, DCG, and C/S on the

	status of significant projects and tasking, receive commander's guidance and review the near term direction of the MEF and the CE.
Membership	Attendance limited to General Staff and Special Staff; when required SMEs
Input	Inputs (e.g. topics, decision briefs) from CoS meeting.
Output	Commander's Guidance and Tasking.
Associated Events	Normally the CG's Meeting is fed by outputs of the other BR events to include the Chief of Staff Meeting, Ops and Intel, CG's Intel Deep Dive, and the Senior Enlisted Meeting.
Event	Chief of Staff Meeting
Description	Weekly staff meeting intended to review, prioritize and assign tasks and synchronize staff action with CG and DCG schedules. The SSEC will review the status of significant tasks pending completion and suspense dates.
Membership	General Staff, Special Staff, required members of the Command Group; when required SMEs
Input	Task Tracker and CG's Schedule.
Output	Prioritized tasking and identification of command-level issues.
Associated Events	The CoS Meeting is fed by outputs of other BR events such as the Deputies Synch Meeting. Other BR events to include but not limited ManPower Working Group, IM/KM Working Group, Planners Working Group, and Awards Working Groups may also provide inputs, as necessary.
Event	Deputies Synchronization Meeting
Description	The brief provides the G-3 an opportunity to pass guidance to the staff at the commencement of the work week. Provides the staff an intelligence and operations overview. In addition, the MEF calendar and task tracker are reviewed to synchronize and de-conflict efforts across the staff as well as to orient attendees on next two weeks and ongoing staff projects.
Membership	All General Staff, Special Staff, and MHG
Input	Items of interest to the staff.
Output	Outlook and Synchronization for two weeks, CDO will post the brief on the I MEF SharePoint site
Associated Events	CG's O&I Brief, CoS meeting, and CG's Staff Meeting
Event	Operations/Intelligence Brief
Description	Provides the Commander and staff timely information relevant to the common operational and intelligence situation in the PACOM, CENTCOM, AFRICOM, SOUTHCOM and NORTHCOM Area of Responsibility's (AOR). Additionally, the staff provides information updates for high profile issues and tasking.
Membership	CG, DCG, C/S, All General and Special Staff, MHG, DIV, MLG, MAW, and MEUs
Input	Primary collection point for brief products, intelligence picture, OPSEC picture, Common Operating Picture. Current force lay down, to include disposition of ARG/MEU, deployed forces and CONUS forces conducting exercises or supporting NORTHCOM efforts. When applicable, provide SOM for ongoing operations.
Output	Situational Awareness.
Associated Events	TSC events, SPMAGTF deployment rotations, MEU pre-deployment training/evaluations/rotations; C3F maintenance

Event	Commanding General's Intelligence Deep Dive
Description	Provides the CG and senior staff with in-depth analysis and problem framing of topics associated with the MEF PIRs to the TS SCI level. The event is intended to increase the CG and staff situational awareness and to stimulate their critical thinking about future operational environments.
Membership	CG, C/S, G-2, G-3, G-35, G-37, G-4, G-5, G-6, G-7, selected participants.
Input	CG guidance, AC/S G-2 direction and supervision, I MIC production, analysis, and read-aheads.
Output	CG follow on guidance and staff situational awareness.
Associated Events	CG's O&I Brief, CG's Meeting, Planners Working Group

Event	Awards Board
Description	Processes I MEF awards.
Membership	C/S, G-1, G-2, G-3, G-4, G-5, G-6, G-7, G-8, and selected participants
Input	Award recommendations.
Output	Recommendations to the CG for decision.
Associated Events	N/A.

Event	Civilian Resource Working Group
Description	Reviews and makes recommendations to the CG on requests for additional civilian positions, and requests to initiate, add to, or renew government contracts. The CRWG will also prioritize approved actions, and reprioritize annually, as funding constraints require.
Membership	CG, DCG, G-1, G-2, G-3, G-4, G-5, G-6, G-7, G-8, and- Red Team
Input	Requests for new positions or renewal of existing positions.
Output	Recommendations to the CG for decision.
Associated Events	MARB

Event	Distinguished Visitor Working Group (DVWG)
Description	Planning and synchronization meeting to gain command-level guidance. Ensures the intent of the DV is understood by all parties and allows the G-3 to task the appropriate units in a timely manner.
Membership	G-3, SSEC, Proto, and PAO
Input	Event documents and CG guidance.
Output	Itinerary and tasks.
Associated Events	The DVWG may be associated with other BR events depending on the visitors and if they are visiting in conjunction with another event such as an exercise or operations. Other related events might be the Communication Integration Working Group and Planners Working Group.

Event	Resilience Working Group
Description	Analyzes and assesses resiliency initiatives and programs to make recommendations to CG I MEF.
Membership	C/S, G-1, G-3, FRO, IG, Safety, Surgeon, Chaplain, and Red Team
Input	Service direction, CG/DCG tasking, issues developed by CIG, Safety, MSCs, and data calls.
Output	Recommendations to CG I MEF and CG's Force Preservation

	Council.
Associated Events	Outputs are fed into the Force Preservation Council.
Event	**Prioritized Engineer Project List (PEPL) Working Group**
Description	The PEPL working group is established to discuss ongoing and new Marine labor projects aboard I MEF tenant installations.
Membership	This WG is attended by MCI-West AC/S G-3/5 personnel, AC/S G/F, MSC engineer representatives, MSE engineer representatives, and engineer staff members from adjacent Marine Installations
Input	Potential projects that Marine labor could be used to train Marines in the multitudes of skills required for various projects.
Output	An engineer project list describing status updates and units associated with each project.
Associated Events	1. All Engineer projects requests for military labor execution and within military work scope will be submitted to the respective area planner or range area planner. The official request for all projects is a DD Form 1391. 2. The requestor, with the support of the area planner/facilities maintenance division/environmental department/range maintenance, will complete all required documentation for the project to continue moving forward i.e. NEPA and the NAVMC 11069 PRIOR to PEPL convening. 3. After completion of all required documentation and validation of the requirements, the requestor will send all documentation with a project quad chart to I MEF G-4 Engineer Section.
Event	**Resource Management Working Group**
Description	Validates and Prioritizes unfunded Calendar Year Deficiencies (CYDs).
Membership	C/S, G-1, G-2, G-3, G-4, G-6, G-7 Principals, and MHG CO
Input	CYD tracker, CYD write up packages
Output	CYD tracker validated and placed in priority order to compete for limited funding consideration.
Associated Events	MSCs / Units/ sections submit Calendar Year Deficiencies (CYDs) packages to I MEF G8 Budget Officer for review and finalization. Package scheduled for next RMWG and coordination completed for unit to brief for MEF Staff Principals to validate / prioritize IAW with CG's priorities. CYDs will then compete for MID YEAR REVIEW funding, and approval is subject to availability of funds.
Event	**I MEF Acquisition Review Board (MARB)**
Description	A Service Requirements Review Board to closely scrutinize and validate contractual requirements ISO I MEF.
Membership	C/S, G-1, G-2, G-3, G-4, G-5, G-6, G-7, G-8,and selected participants (WACO, unit reps)
Input	Acquisition ready services package(s) constructed with assistance from the I MEF G4 OCS.
Output	Validation of acquisition services package(s).
Associated Events	Units/sections submit packages to I MEF G4 OCS for review and finalization. Package scheduled for next MARB and coordination completed for unit to brief.
Event	**LFORM On-load/offload Coordination Meeting**
Description	Planning and synchronization meeting to prioritize and

	assign tasks to all responsible parties on the on-load/offload of LFORM classes of supply during the MEUs deployment and redeployment event.
Membership	MEF G-4, MLG, SUPBN, MEUs, PHIBRONs CCOs, and Ship CCOs
Input	Published standard agenda supporting MEUs LFORM on-load/offload requirements
Output	Tasks, Planning products and AMHS Messages
Associated Events	Berthing and Loading Schedule (BALS)/Coordination meeting ISO LFORM onload conducted simultaneously or separately - time dependent.

Event	MEU On-load/offload Coordination Meeting
Description	Planning and synchronization meeting to prioritize and assign tasks to all responsible parties on the onload/offload of MEUs for deployment and redeployment events.
Membership	MEF G-4, MLG, SUPBN, MEUs, PHIBRONs CCOs, and Ship CCOs
Input	Published standard agenda supporting MEUs on-load/offload requirements
Output	Tasks, Planning products and AMHS Messages
Associated Events	Sometimes a separate coordination meeting with MEU, and MLG prior to each work up event or if timing fits conducted icw BALS conference prior to each work up event.

Event	Movement Coordination Meeting
Description	Planning and synchronization meeting to prioritized and assigned movement times to all responsible parties during movements between APOEs, APODs, SPOEs and SPODs.
Membership	G4-MMCC/Surface and selected participants from MHG, DIV, MLG, and MAW
Input	TCPT requests developed by selected participants from MHG, DIV, MLG, MAW
Output	G4-MMCC Movement Matrix
Associated Events	Depending on available lead time an Initial Movement Conference (IMC), MMC, FMC, along with confirmations as required. These are normally held prior to any major movements whether in support of CONUS based exercises or in support of Deployment/Redeployment of forces.

Event	Defense Support of Civil Authorities Working Group
Description	Analyzes and assesses existing DSCA plans and emerging DSCA requirements.
Membership	G-3 DSCA Planner, ATFP, EOD, CBRN, G-2, G-4,G-6, PAO, MEF Surgeon's Office, MSC/MSE representatives, FEMA Region IX DCE, MARFORNORTH, and MARFORPAC DSCA
Input	Civilian Disaster Planning efforts, DSCA exercise results/AARs, and disaster events occurring in the United States.
Output	Planning tools and documentation for I MEF support to DSCA events.
Associated Events	G-3 Huddle, I MEF Summit

Event	MPS On-load/offload Coordination Meeting
Description	Planning and synchronization meeting to prioritize and assign tasks to all responsible parties on the onload/offload of MPS events.
Membership	MEF G-4, MLG, SUPBN, MEUs, PHIBRONs CCOs, and Ship CCOs
Input	Published standard agenda supporting MEUs on-load/offload requirements
Output	Tasks, Planning products and AMHS Messages
Associated	Due to the nature of MPF and depending on available lead

Events	time an Initial, Mid, Final, with confirmations as required. These are normally held prior to any major MPF event whether in support of CONUS based exercises or in support of Deployment/Redeployment of forces.
Event	**Communication Integration Working Group**
Description	Coordinates communication of I MEF themes and messages to internal and external audiences. CIWG responsibilities include vetting and subsequent tasking of MSC/MSE participation in Exercises, Operations, Community and Key Leaders Events.
Membership	MEF and MSC/MSE G-2, G-3 (FECC IO Planner) and PAO reps; Protocol, ComCam, Force Protection, and G-7
Input	Support requests.
Output	Communication plan with themes/messages nested within major TSC engagements, KLEs, exercises, operations and community events
Associated Events	G-3 Planner's Huddle, I MEF/MSC PAO Synch Meeting, and Distinguished Visitor Working Group.
Event	**Language and Culture Working Group**
Description	Identifies and recommends specific languages and/or cultural experiences ISO I MEF global requirements IOT prioritize external training resources and develop organic expertise through TSC events and/or GFM requirements. Identifies and facilitates the sustainment/expansion of organic I MEF Language/Culture capacity based on future or emerging requirements. Coordinates external language/cultural training for deployable units.
Membership	G-1, G-2, G-3, G-5, G-7, G-8, selected participants (TECOM, Intel Bn, RadBn unit reps.)
Input	TSC, Force Synch, emerging requirements, language training opportunities, deploying unit training requests.
Output	Recommended and prioritized training support. External training support requests. Identify support requirements for TSC events IOT maximize I MEF language/cultural training.
Associated Events	TEEP Conference, Manpower Working Group, and Force Management Working Group

Figure 3-7: I MEF Events Matrix

Chapter 4 – Staff Administration

Section 1 – Authorities

1. Authorities

    a. Direct Liaison Authority

       (1) Overview. Direct Liaison Authority (DIRLAUTH) refers to communicating, presenting or otherwise formally representing I MEF's official position or recommendation on a particular subject. DIRLAUTH does not relate to the informal dialogue and liaison between I MEF CE and higher, adjacent or subordinate organizations. Informal liaison will be limited to developing requests for information, refining approved positions, clarifying formal positions or identifying new areas for staff action. Informal liaison is encouraged throughout I MEF CE to enhance speed of action.

       (2) Authority. The C/S retains authority for direct liaison coordination with higher, adjacent, and subordinate HQ. The C/S is authorized to approve I MEF staff requests for DIRLAUTH for situations requiring command position representation. The C/S may authorize DIRLAUTH to General, Special or Command Section Staff principals as required.

    b. "By Direction" Authority

       (1) Authority to Sign "By direction". The SSEC, General and Special Staff principals have "By direction" authority. This "By direction" authority does not apply to correspondence in the following categories:

          (a) Establishes new policy or modifies existing policy.

          (b) That which involves congressional inquiry.

          (c) That which concerns approval or disapproval of recommendations made by a general/flag officer.

          (d) That which by law or regulation must be signed by the Commander.

       (2) Sub-delegation of Authority

          (a) Subject to the limitations set forth above, General and Special Staff principals may sub-delegate (with discretion), authority to sign "By direction" to officers assigned to them.

          (b) Official File Copies. A copy of all correspondence signed "By direction" will be held at each respective division/section for review by the C/S upon request.

    c. Message Release Authority. Each General and Special Staff principal is empowered with the authority to release messages to higher, adjacent and subordinate commands. If the message to an adjacent or subordinate command includes tasking of personnel, equipment or funds, the originator will add the I MEF cross-functional equity to the recipient line and coordinate as required.

d. Tasking Authority. Each AC/S is authorized to task MSCs/MSEs and Staff for technical and other routine tasks within respective functional area. See paragraph 3.b.1 on pages 4-15 and 4-16.

Section 2 - Communications

1. Available Communication Means

    a. Summarized below are the approved methods of communication and media available to the CG and the General, Special, and Command Section Staff of I MEF. All personnel are encouraged to seek the most efficient, cost effective means to effectively communicate. Every effort should be made to the reduce paper costs and the reporting burdens of subordinate commands. Personnel unfamiliar with the use of the various media should refer to the POC for each method for more information.

    b. The most effective way to communicate with another person is through face-to-face interaction.

    c. Current, relevant, time sensitive information should be passed using some variant of chat/voice (instant message/ telephone or radio) to facilitate quick communication.

    d. Targeted Information. Execution documents, planning references, directives, and briefs should be located on the I MEF collaborative platform (SharePoint) in the applicable Division/Section for access.

    e. To access the NIPRNET, SIPRNET or CENTRIX network, check in with the I MEF G-6 Helpdesk located in bldg 210722 and fill out a System Authorization Access Request (SAAR) form. The I MEF G-6 Helpdesk can be reached commercially at 760-725-1545/9199, or Defense Switched Network (DSN) 365-1545/9199. The SAAR form is located at the following address: https://eis.usmc.mil/sites/imef/doccenter/IMEFDocumentTemplates/Forms/AllItems.aspx

    f. The I MEF collaborative portal (SharePoint) for NIPRNET resides on SharePoint 2013. The I MEF SharePoint site is located at the following address: https://eis.usmc.mil/sites/imef/Pages/Default.aspx. Please add the address to the computer as a trusted site before attempting to access. The I MEF SharePoint Helpdesk can be reached at 760-763-7045/7043 or DSN 361-7045/7043.

    g. The I MEF collaborative portal (SharePoint) for SIPRNET currently resides on SharePoint 2010 and is located at the following address: http://www.1mef.usmc.smil.mil. The I MEF SharePoint Helpdesk can be reached at 760-763-7045 or DSN 361-7045. The SIPR SharePoint will roll over to 2013 once the NIPR 2013 transition is completed.

    h. The I MEF collaborative portal for CENTRIXS (SharePoint) resides on SharePoint MOSS 2007 and is located at the following address: http://daiis.isaf.cmil.mil/ic/IMEF/default.aspx

    i. The CENTRIXS SharePoint Helpdesk can be reached at 808-473-2020 ext 258/219 or DSN 315-473-2020 ext 264.

    j. Correspondence Library. There is currently an option to electronically route documents within the NIPR SharePoint Portal. Correspondence routed via the Document Routing system on the I MEF NIPRNET SharePoint Portal is maintained there as an archive (see link below). The library also contains the template folder for the staff regulations order and is linked to the I MEF Document Center; the repository for all templates used

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by I MEF for correspondence. The library resides on the left side of the correspondence page under the following three links:

(1) Shared Documents:
https://eis.usmc.mil/sites/imef/cors/Shared%20Documents/Forms/AllItems.aspx

(2) Staffing Templates:
https://eis.usmc.mil/sites/imef/doccenter/IMEFDocumentTemplates/Forms/AllItems.aspx

(3) Document Archives:
https://eis.usmc.mil/sites/imef/DocRt/Forms/Archive.aspx.
The I MEF Calendar is available for reference at:
https://eis.usmc.mil/sites/imef/SSEC/Lists/Calendar/calendar.aspx
The I MEF TEEP is available for reference on the I MEF SIPR SharePoint Portal.

   k.   I MEF Shared Drives

   (1) Archived records. Each Division/Section is authorized an archived records folder under their primary Division/Section folder to retain information, and establish and maintain institutional knowledge.

   (2) Database Storage. Databases, transaction logs, and similar requirements are stored within Division/Section shared drives under a folder named "database" with subsequent folders annotating multiple databases.

   (3) Shared Drive access will be authorized on a case-by-case basis and must be requested through the I MEF G-6. The I MEF G-6 Helpdesk can be reached commercially at 760-725-1545/9199, or DSN 365-1545/9199.

   l.   E-mail. Like many organizations today, I MEF relies heavily on email as its primary form of staff communication. While convenient, email can hinder communication and staff synchronization when not applied thoughtfully. Each staff member has a role to play in effectively organizing his or her own email as well as using good practices for sending and replying to emails. The desired outcome is for email to enable targeted information sharing without becoming overwhelming or an ongoing distraction. All staff members should refer and adhere to the "Best Practices" for the use of email as captured in the Staff Rules of Engagement, Appendix A.

   (1) NIPRNET email setup will require each user to log in using their CAC. When the operating system completes loading click on the Outlook email icon and step through the process of setting up email. When asked for the server where the account resides, uncheck "cached" and type in "nmcimail", then add your login name and click next. For troubleshooting, contact the MITSC-West Help Desk at 1-760-763-0173.

   (2) SIPRNET email setup will require each user to log in using their SIPR Token. Select 1MEF as the domain. Once the operating system completes loading, click on the Outlook email icon and step through the process. When asked for the server where the account resides, uncheck "cached" and type in "email" then add your login name and click next. For troubleshooting, contact the I MEF G-6 Helpdesk commercially at 760-725-1545/9199, or DSN 365-1545/9199.

   (3) CENTRIXS email setup will require each user to log in using their login and pasCDOrd. Select DECC as the domain. The email Outlook setup process should resolve login names automatically. For troubleshooting,

contact the DISA PACC CENTRIX Helpdesk commercially at 808-473-2020, extension 258/219 or DSN 315-473-2020 ext 264.

m. Message Traffic. Message Traffic is monitored using the Automated Message Handing System (AMHS). Every Division/Section will utilize the AMHS to review pertinent message traffic. All sections will have a trained individual capable of drafting and releasing AMHS messages. To request an account contact the I MEF G-6 Helpdesk at 760-725-9199. Once an account is established, all users will have read access by Division/Section, but only select users have message release authority.

(1) AMHS Address. The AMHS is located at the following address: https://pendleton.amhs.usmc.mil/Amhs/login.asp.

(2) AMHS Message Templates. AMHS Message Templates are located at the following address: https://eis.usmc.mil/sites/imef/doccenter/IMEFDocumentTemplates/Forms/AllItems.aspx.aspx

n. Marine Corps Action Tracker System (MCATS). I MEF is currently tasked by HHQ using MCATS. The I MEF G33 maintains the MCATS account for I MEF. Tasks for I MEF are received by the G33 and then tasked to each respective Division/Section/MSC. for action via the task tracker and a courtesy email. Respective Divisions/Sections can task subordinate commands via AMHS message traffic or official email correspondence if individual Divisions/Sections and/or MSCs/MSEs do not have accounts. MCATS is located at the following address: https://hqmcats.hqmc.usmc.mil/

o. Department of the Navy TRACKER (DON TRACKER). DON-TRACKER is the planned replacement to MCATS and will also be utilized to enable Electronic Records Management. Follow-on policy and governance for DON-TRACKER will be published via separate correspondence (SEPCOR), once the system is implemented.

p. Task Tracker. I MEF uses a task tracker located on NIPRNET SharePoint to task, track, and archive tasking supporting the battle rhythm. The task tracker is located at the following address: https://eis.usmc.mil/sites/imef/Lists/I%20MEF%20Task%20Tracker/30%20Day%20Outlook.aspx?InitialTabID=Ribbon.List

q. OUTLOOK SSEC Battle Rhythm Calendar. This Calendar is the primary calendar tool for synchronizing events and activities of the Principals and Staff Sections of the I MEF Command Element on a daily basis and directly supports the battle rhythm.

(1) The calendar can also be accessed under the "Tools" menu on the NIPR I MEF SharePoint sites. Alternate access can be achieved through the below link. Note that the SharePoint calendar is synchronized off the OUTLOOK SSEC Battle Rhythm Calendar and events should not be update within SharePoint.

Link to NIPR Master Calendar:

https://eis.usmc.mil/sites/imef/SSEC/Lists/Calendar/calendar.aspx

(2) All principal staff sections - G1, G2, G3/5, G4, G6, G7, G8, G9, and I MHG - as well as special staff - CNA, Chaplain, Command Financial Specialist, IG, Protocol, FRO, FDO, MEF Surgeon, IMO, ISIC Career

Counselor, PAO, Security Manager, SAPR, and SJA are responsible for updating the Master Calendar with the events over which they have purview.

r. <u>Social Media</u>. The I MEF Social Media policy provides guidance and direction from the command on industry and government best practices when using Social Media sites. The I MEF Social Media policy is located on the I MEF SharePoint site in the Master Document Center at the following address: https://eis.usmc.mil/sites/imef/doccenter/Shared%20Documents/Forms/AllItems.aspx.

s. <u>Common Operational Picture</u>. I MEF operates a COP via the CDO in the MOC. The CDO utilizes Command and Control Personal Computer (C2PC), Command Post of the Future (CPOF), BFT, and Google Earth on SIPRNET. Contact the IMO to request additional capabilities or support.

t. <u>Video Teleconferencing (VTC)</u>. VTC provides the capability to globally share information in a live meeting environment, affording tremendous savings in travel and lodging expenses. Divisions/Sections will consider conducting VTCs as an alternative in order to reduce time and expenses associated with travel.

(1) <u>Classification</u>. I MEF VTC systems (Tandberg and Defense Video Services - Global) are cleared up to Secret. The Sensitive Compartmented Information Facility (SCIF) provides VTC services for TS/SCI.

(2) <u>Request for VTC</u>. Divisions/Sections will use the VTC Calendar Link on the I MEF G-6 NIPRNET SharePoint Portal to request VTC support. The VTC Calendar Link is located at the following address: https://eis.usmc.mil/sites/imef/G6/vtc/default.aspx.

u. <u>Non-Secure Voice Communications</u>. Telephones will be the primary means for voice communications in garrison. The Camp Pendleton Telecommunications Office provides non-secure telephone service to the I MEF CE. Conventional telephone service includes inter and intra-base direct dialing, commercial off-base access, commercial long distance, and DSN access. Secure telephone services can be provided via Secure Terminal Equipment (STE) attached to a garrison DSN line or Voice Over Secure Internet Protocol (VOSIP) provided by the Alternate Marine Corps Network Operations and Security Center (AltNOSC) located on Camp Pendleton. VOSIP services are worldwide and are provided at no cost to the subscriber.

(1) <u>Official Long Distance</u>. Personnel will only use commercial long distance or Direct Distance Dial (DDD) for official purposes and when the Defense Switched Network(DSN) is not otherwise available.

(2) <u>Personal Long Distance</u>. Personnel are authorized to make personal long distance calls providing they are collect or are billed to a credit card or a third party (personal commercial telephone). Personnel will reimburse the government for all personal calls charged to the military activity.

(3) <u>Commercial Off-Base</u>. Personnel are authorized to use commercial off-base telephone on a limited, not to interfere basis.

(4) <u>Service requests</u>. Personnel will submit all requests to install, relocate or remove telephones, or modify their current DSN telephone privileges to the G-6 Helpdesk. Service requests for changes to or installing new VOSIP subscribers should be routed to the G6

Telecommunications Systems Engineering Officer located in the G-6 Systems Planning and Engineering (SPE) cell.

v. <u>Secure Voice Services Overview</u>. Secure Terminal Equipment (STE) provides DoD-wide secure telephone service over existing telephone networks (e.g., Public Exchange (PBX), DSN). STEs provide limited secure telephone service between designated DoD components and foreign military and combined commands. VOSIP provides secure IP telephony to users across the Department of Defense, using existing SIPR connections. I MEF CG, COS, G3 and G6 have access to Defense Red Switch Network (DRSN) as they are considered "Class A" VOSIP subscribers and can dial into the DSRN network.

(1) <u>Listing</u>. STE telephone numbers will be listed in the Staff Directory. VOSIP numbers will be listed in the Staff Directory.

(2) <u>Permitted Use</u>. Personnel are authorized to use STEs for secure voice and data communications. Personnel will not pass higher levels of classified information than authorized for a specific STE. Personnel using VOSIP are authorized to pass information at the Secret level and below.

(3) <u>Servicing</u>. The G-6 (EKMS Manager) will install, key, rekey, and maintain all STEs, prioritize STE allocations, and coordinate requests for additional STEs. The AltNOSC is the VOSIP service provider and staff members should contact the G6 Telecommunications Systems Engineering Officer for further instructions on gaining new VOSIP terminals or for troubleshooting purposes.

Section 3 - Correspondence

1. <u>Official Correspondence</u>

a. <u>Physical Routing</u>. Routing of incoming (physical documents) correspondence will be accomplished in such a manner as to ensure expeditious delivery to the staff officers required to take action.

b. <u>Electronic Routing</u>. There is currently an option to route correspondence for signature and documents for the information of I MEF CG, DCG or C/S via the Document Routing system on the I MEF NIPR SharePoint portal. Administrative packages are submitted by the Division/Section and routed accordingly within the system by user definitions and end with the Staff Secretary's Office. The Marine Corps plans to transition to an all-encompassing task management and document routing tool, DON-TRACKER. Further guidance on DON-TRACKER will be disseminated via SEPCOR.

(1) <u>Background</u>. I MEF utilizes a portal based electronic routing and staffing process located on NIPRNET I MEF SharePoint.

(a) All electronic documents and packages (excluding MCATS and AMHS messages) requiring signature or review by the CG, DCG or C/S may be submitted using the SharePoint Document Routing system.

(2) <u>Origination</u>. The originator of correspondence will create the routing sheet in the Document Router on SharePoint and will upload any pertinent attachments therein. The originator of correspondence remains responsible for the document through its completion.

(3) <u>Final actions</u>. Electronic staff packages approved for release or final routing to the CG or DCG will be forwarded to the SSEC administrative clerk for a final format review.

(a) The SSEC office operates under a "15 minute rule" that allows for minor adjustments to format and modifications. If a package requires more than 15 minutes of work, the SSEC will send the package back to the originator for action.

(b) The SSEC will print the required documents and present to the C/S for review and corrections.

(c) Once the package is signed, the SSEC will scan the signature page and attach the file to the package in the Document Routing system on the Sharepoint portal. External correspondence will be saved as an adobe pdf file before being forwarded outside of the command. The SSEC will return the completed and signed hard copy package back to the originator and archive a complete copy of the final working documents and the converted pdf in the Document Routing system in SharePoint.

2. Control Points, Control Criteria, Routing

a. <u>Control Points</u>

(1) The Security Manager is the control point for all incoming registered, certified "COMMANDER I MEF" addressed mail and all Classified Material delivered via courier. Classified material received at the Classified Control Point not conforming to the definition of "correspondence" will be processed according to security regulations.

(2) The Adjutant Mail and Files Section G-1 is the control point for all unclassified mail.

b. <u>Control Criteria</u>. Incoming unclassified correspondence that meets any of the following criteria will be placed under control:

(1) Correspondence that has a due date and is considered to be other than routine.

(2) Correspondence that is forwarded to another command via I MEF that pertains to policy, mission or reports of inspections.

(3) Correspondence in which recommendations are made to or comments are solicited from the Commander.

(4) Correspondence that is signed by a flag or general officer and is considered to be other than a routine matter.

(5) Official correspondence from members of the U.S. Congress (congressional correspondence).

(6) All audit reports.

(7) Requests for information under the FOIA.

(8) The Adjutant, or the designated agent, will be responsible for the disposition of records matter and shall ensure prompt and proper compliance with established disposition schedules.

(9) The office of the SJA will maintain investigations involving line of duty/misconduct determinations.

c. The Control Sequence

(1) Upon receipt, correspondence will be examined at the appropriate control point to determine if it meets the control criteria. If it does, a routing sheet will be attached and an appropriate control date assigned.

(2) Preparation and Use of Routing Sheets. Routing sheets will be placed on all unclassified and classified correspondence. Addressees will enter the date of receipt and date of forwarding, and initial the routing sheet in ink. If action by separate letter or message is required, the action officer will summarize action taken and record the identification of the action document on the routing sheet.

(3) Control Dates. When correspondence contains a "respond by date," this date normally becomes the control date and is inserted on the routing sheet in the space titled "Due at Control Point."

(4) Assignment of Action. The control point will indicate on the routing sheet the Division/Section assigned responsibility for the completion of action required.

(5) Change of Action. If the assignment of action is not concurred with, the Division/Section will initiate a change of action by indicating in the remarks block of the routing sheet which Division/Section is more appropriately tasked and obtain their concurrence. The routing sheet should then be returned to the SSEC. In the event concurrence cannot be obtained, the correspondence and supporting rationale will be returned to the control point for disposition by the C/S. It is imperative that the change of action be accomplished on the date of receipt to ensure the original "due date" is met.

(6) Disposition Instructions. The routing sheet contains a block in which to indicate what is to be done with the correspondence after action has been taken. The Division/Section assigned action will complete this block.

3. Classification of Correspondence

a. Unclassified Correspondence. The term "correspondence," as used in this subparagraph, does not include directives described in the current edition of MCO P5215.1 (Marine Corps Directives System) and similar instructions/publications from other branches of the armed forces. The I MEF Adjutant will receive and route all unclassified correspondence directly to the appropriate "action" addressee's Division/Section. The "action" addressee or action officer may indicate additional Divisions/Sections to see the correspondence by inserting the desired numerical routing sequence and action code on the routing sheet.

b. Classified Correspondence. The term "correspondence," as used in this subparagraph, includes all classified letters, orders, directives or publications received by the I MEF CE. The Security Manager (during and after hours) will receive and route all classified correspondence. Classified documents shall be routed to the staff officer having primary cognizance over the subject matter for action and thereafter to interested staff officers on a need-to-know basis. The compartmentalization concept precludes routing or disclosing classified matter except on a strict need-to-know basis.

c. Disclosure Record. Top Secret (TS) material falls under the purview of the Top Secret Control Officer, (TSCO). The I MEF Security Manager is assigned the task of TSCO. The I MEF SSO is designated as the TSCO's delegate within the G-2. All TS material will be controlled by the TSCO, and will be routed with TS routing sheets. The TS routing sheet, which provides spaces for signatures as a disclosure record, will be signed by every person who has occasion to read or process the document.

4. Correspondence Mailing

a. Except for matters within the cognizance of the SJA (i.e., matters related to military justice or administrative or installation law matters), all correspondence to HHQ will be mailed by the SSEC.

b. Classified correspondence will be assembled in the same manner but will be forwarded to the Classified Control Point within the Security Manager's Office for mailing. A copy of the endorsement, attached to the route sheet, will be returned to the SSEC via the Classified Control Point if the endorsement is unclassified.

c. If special postal service is to be used, the appropriate designation ("REGISTERED MAIL" or "CERTIFIED MAIL"), will be typed in capital letters or stamped at the left margin, on the fifth line below the last line of the address in the letterhead.

5. Filing of Unclassified Correspondence. The Adjutant will maintain a copy of all correspondence, directives, and regulations received by or transmitted from I MEF with the following exceptions:

a. Assistant Chief of Staff, G-1. Maintains the "Official File Copy" of all T/Os, manpower related documents and civilian personnel information. Additionally, the G-1 maintains the "Official File Copy" of all Navy manpower authorizations (OPNAV 1000/2).

b. Staff Judge Advocate. Maintains the "Official File Copy" of all legal records.

c. Assistant Chief of Staff, G-2. Maintains the "Official File Copy" of all investigations processed by G-2 and all Sensitive Compartment Information (SCI) correspondence.

e. Assistant Chief of Staff, G-3/5. Maintains the "Official File Copy" of all operational and plans records and correspondence.

f. Assistant Chief of Staff, G-4. Maintains the "Official File Copy" of all equipment related Table of Organization and Equipment Change Requests (TOECRs) and Military Construction (MILCON) information.

g. Assistant Chief of Staff, G-6. Maintains the "Official File Copy" of all communication/network system records.

h. Assistant Chief of Staff, G-8. Maintains the "Official File Copy" of all financial records.

i. Command Inspector General. Maintains the "Official File Copy" of all inspector, legislative affairs, and equal opportunity correspondence, inspection reports, investigations, hotline inquiries, and safety report information.

j. Public Affairs Branch. Maintains the "Official File Copy" of public relations information.

k. Staff Secretary. Maintains the "Official File Copy" of all "Personal For" (P4) messages/ correspondence.

l. Staff officers as designated above will maintain files under their cognizance.

m. The "action" Division/Section for the correspondence concerned will prepare the copy for the official files to include the basic correspondence and all endorsements and enclosures, unless otherwise noted.

6. Directives Review. Annual review of directives will be conducted by the Division/Section having cognizant authority over the directive subject matter. Alerts may be set up within the SharePoint I MEF Portals to notify when a directive is due for review.

7. Policy, Orders & Bulletins. Includes I MEF orders, directives, bulletins, policy letters or related correspondence for CG, DCG or C/S action or information routed through I MEF Adjutant. I MEF Adjutant will maintain an archive of all signed I MEF orders, directives, bulletins, policy letters or related correspondence.

Section 4 - Task Management

1. Task Tracker. I MEF uses an electronic task tracker to task, track, and archive tasks. The overall oversight of the task tracker falls under the C/S with oversight from the SSEC. The task tracker is used to synchronize staff efforts in prioritizing internally and externally generated tasks, as well as identify command level issues. The task tracker is located at the following address:
https://eis.usmc.mil/sites/imef/Lists/I%20MEF%20Task%20Tracker/30%20Day%20Out look.aspx?InitialTabID=Ribbon.List.

2. Internal Tasking

a. Internal Task Overview. Internal tasks are assigned to ensure the Command Group receives timely and complete responses to questions and/or requirements.

b. Task Authority. Tasks are assigned to the staff by the CG, DCG, C/S, or respective AC/S.

c. New/Emerging Tasks. Each new command deck task will be created under the "emerging task" section to be prioritized, reviewed, and assigned by the C/S via the SSEC. The assigned Division/Section will continue to work on the task until and unless the C/S reassigns the task to another Division/Section. Tasks generated by the an AC/S that apply to more than one Division/Section or require Title 10 action will also be reflected in as a task. This process ensures the C/S maintains visibility on tasks directed by the CG or DCG that may have been tasked directly.

d. Responsible Party. All tasks will be created by the Division/Section receiving the task. All tasks received by the CG, DCG or C/S that apply to

more than one Division/Section or require Title 10 action involving another command will be reflected as a task.

e. Exceptions. Tasks assigned specifically to one Division/Section for response directly to either the CG, DCG or C/S that do not impact or cross additional Divisions/Sections. For example, the CG tasks the G-2 for intelligence products on a particular subject; this task would be tracked internally by the G-2 and would not appear on the tracker for the rest of the staff.

f. Task Priorities. The C/S will review the tasks with the Staff during the C/S meeting and throughout the week, as required, to provide priority of effort and maintain oversight. The C/S will prioritize the most significant tasks and approve all requests for extension of deadlines. Requests for extensions must be coordinated by the assigned Division/Section prior to the due date.

g. The SSEC has oversight of the task tracker and will administratively manage the tasks under the cognizance of the C/S. The task tracker will be reviewed and discussed at the weekly deputies synchronization meetings. Staff Divisions/Sections are responsible for updating and editing respective tasks in the task tracker.

h. Completed tasks. When a task is completed the responsible Division/Section will denote "Complete" in the comment section of the task. The C/S will review all completed tasks at the C/S meeting. The SSEC will then select "completed" in the actions section of the task. Doing so provides a historical archive of tasks.

3. External Tasking

a. Official Methods

(1) AMHS message traffic is the preferred method for responding to HHQ and external tasking.

(2) Email is an official form of tasking.

(3) Verbal tasks are an official form of tasking, but should be quickly followed up with being loaded into Task Tracker, Request for Information Tracker (RFI), through official email, or AMHS message for tracking and action. Note the garrison RFI Tracker is embedded within the Task Tracker and will also be managed by the SSEC.

b. External task overview. Official tasks that require action by I MEF are normally received two ways: AMHS message or, in the case of HQMC tasks, via DON-TRACKER or MCATS. Other forms of tasking from HHQ could be received by email or verbally.

(1) AC/S's are authorized to task subordinate MSCs/MSEs in accordance with their area of cognizance (e.g. AC/S G2 may task subordinate MSCs for intelligence priorities and collections support). All tasking for personnel to MSCs/MSEs will be accomplished via coordinated AC/S G1/G3 tasking. All tasking for equipment to MSCs/MSEs will be accomplished via coordinated AC/S G4/G3 tasking. The tasking of personnel, administration, and logistics for battalions subordinate to the MHG will be conducted in coordination with the MHG Headquarters.

(2) <u>AMHS Messages</u>. Divisions/Sections are responsible for monitoring applicable AMHS mailboxes and responding via official message traffic as required for tasking.

(3) <u>MCATs</u>. Until DON-TRACKER is fully implemented, the MCATS Manager within the G-33 will enter all MCATs into the emerging tasks category of the task tracker and will send an email notification to the Division/Section addressed for action. Once the task is properly staffed and completed, the MCATS Manager will upload the response into MCATs for release. MCATS is scheduled to be replaced by DON-TRACKER; at this point amplifying guidance will be published on any changes to current process.

c. <u>New/Emerging Tasks</u>. Only external tasks that require commitments of manpower or resources will be recorded and tracked by the task tracker. New tasks will be created under the "emerging task" section to be prioritized and reviewed by the C/S. However, the assigned Division/Section will continue to work on the task until the C/S officially confirms and assigns the task to the appropriate Division/Section. This process ensures the C/S maintains visibility on all external tasks.

d. <u>Responsible Party</u>. All tasks will be created by the Division/Section receiving the task. The Division/Section is responsible for ensuring that the applicable fields of the application are filled out completely as well as ensuring that if a task is command level view, that the appropriate block is marked.

e. <u>Task Priorities</u>. The C/S will review the tasks with the Staff during the C/S meeting and throughout the week, as required, to establish priority of effort and maintain oversight. The C/S will prioritize the most significant tasks and approve all requests for extension of deadlines. Requests for extensions must be coordinated by the assigned Division/Section prior to the due date.

d. The SSEC has oversight of the task tracker and will administratively manage the tasks under the cognizance of the C/S. Staff Divisions/Sections are responsible for updating and editing respective tasks in the task tracker. The SSEC will receive weekly updates of tasks at the weekly deputies synchronization meeting.

e. <u>Deadlines</u>. Every effort must be made to ensure external tasks are answered in a timely manner. When a timely response to an external task is not possible, the Division/Section tasked with providing the response will brief the C/S prior to requesting any extension from HHQ.

f. <u>Completed tasks</u>. When a task is completed the responsible Division/Section will denote "Complete" in the comment section of the task. The C/S will review all completed tasks at the C/S meeting. The SSEC will then select "completed" in the actions section of the task. Doing so provides a historical archive of tasks.

i. <u>AMHS</u>

(1) <u>AMHS Messages</u>. Response traffic requiring CG, I MEF release authority will be released by the CDO. All other AMHS message traffic will be released by the designated releasing authority of the assigned section.

(2) <u>AMHS Monitoring</u>. The I MEF CDO will monitor incoming and outgoing AMHS traffic to maintain situational awareness. The CDO, however,

is not responsible for releasing messages or taking action on messages addressed to I MEF General or Special Staff.

(3) AMHS Drafting. Messages will be drafted IAW the references. Ensure CG, I MEF is included as info unit on all I MEF generated messages.

(4) AMHS Routing. Messages requiring routing will be routed for release. Once granted release authority, the Division/Section generating the message will release the message utilizing AMHS.

(5) Exception. AMHS messages from CG I MEF will be released by the CDO.

(6) AMHS Personal For. P4 messages will be released by the SSEC who will maintain an archive of released P4 messages.

j. MCATS responses. Once the task is properly staffed and completed, the MCATS Manager will upload the response into MCATS for release. Upon transition from MCATS to DON-TRACKER, amplifying guidance will be publish if there are changes to this process.

Section 5 - Reports and Forms

1. Reports

a. Battle Command Display (BCD). The BCD is a situational awareness tool designed to enhance the decision cycle between the I MEF CE Staff. The BCD/Dashboard represents the culmination of staff channel communications. The BCD is meant to be dynamic and may be changed based on the needs of the CG and staff. The BCD also reinforces communications between staff and the CG/DCG of I MEF.

b. Task Tracker. I MEF uses am electronic task tracker to task, track, and archive tasks ISO the battle rhythm.

c. Assessment Brief (SIPRNET). Provided to the CG via PowerPoint on a monthly basis. The Assessment Brief allows Divisions/Sections to outline key issues, build CG situational awareness on emerging trends and provide data for future decisions. Need further discussion

d. Trip Agendas and Reports. I MEF CE personnel, MSC or MSE personnel representing I MEF CE will provide a Trip Agenda to the respective Division/Section principal five business days prior to travel. Upon the completion of travel, a trip report will be submitted to the respective Division/Section principal. The Division/Section principal or SSEC will provide a brief synopsis of any relevant information to the C/S.

2. Forms

a. When a document is to be provided to the CG, DCG or C/S, Divisions/Sections will use the approved standard format for the document/brief being produced. These standard document and brief templates can be found on the I MEF SharePoint unclassified and classified web page under the I MEF Document Center in the Document Template library. Examples of commonly used documents are listed below.

b. Commonly Used Documents

(1) Personal For (P4). P4 messages are utilized by General Officers to convey personal information. The SSEC will release and archive all I MEF P4 messages.

(2) Fitness Report Matrix. The I MEF Fitness Report matrix details the RS and RO responsibilities for all I MEF and MSC C/E personnel. The most updated version of the Fitness Report Matrix is maintained on the I MEF NIPR SharePoint portal under the "Authoritative Sources" tab.

(3) Recommended Reviewing Officer (RO) Comments Worksheet. The RO Comments Worksheet will be utilized by all I MEF Reporting Seniors (RS) when submitting fitness report comments to a RO.

(4) Information Paper. This document is used to provide factual information in concise terms to prepare the recipient for a discussion and/or meeting.

(5) Decision Paper. This document is used to obtain a decision from the Commander on an issue or proposed course of action.

(6) Position Paper. This document develops and recommends an official position on a particular proposition.

(7) Point Paper. This document is designed to present key points, facts, positions, or questions in a brief and orderly fashion.

(8) Talking Paper. This document is used to advance a point of view or summarize an action or proposal. Often written in narrative format, it provides concise comments for use during a meeting or oral presentation.

(9) Memorandum for the Record. A memorandum for the record is prepared to record the impression, information, conclusion or decision which arose out of a formal or informal discussion, conference, meeting or telephone conversation.

(10) Standard Naval Letter. This document is used to officially correspond with addressees within the DoD or when writing to addressees outside the DoD if it is known that they have adopted the same format.

(11) Endorsement Letter. This document is used to forward comments, recommendations or information through the chain of command, but may also be used to redirect a letter.

(12) Route Sheet. The I MEF route sheet is utilized for staffing of documents that cross functional areas or documents sent to the Command Group.

(13) VTC Request Form. This form is used to request VTC scheduling.

(14) Letter of Instruction (LOI). A LOI is a document that describes the execution of an activity and required tasks.

(15) MEF Bulletin. Bulletins are published to inform the MEF of changes and updates in policy and procedures.

(16) MEF Order. MEF orders are written to establish regulations, procedures, and processes as well as define functions and responsibilities.

(17) POM Initiative Template. This template defines and justifies unfunded initiatives and the funding requirement for those initiatives through the FYDP.

(18) Current Year Deficiency Template. This template defines and justifies a requirement for which additional funding is being requested.

(19) Annual Statement of Assurance(SoA). This document is required for preparation of the MCMICP annual SoA.

(20) Vulnerability Assessment. This form is used to determine vulnerability of an Assessable Unit (AU) within the command.

(21) Risk/Control Assessment. This form is used to document risk associated with an identified AU, the control measures in place to mitigate the risk and the effectiveness of the controls.

(22) SAAR Form. SAAR forms are required for authorization to access the I MEF NIPRNET, SIPRNET, and CENTRIXS data networks. The G-6 Helpdesk coordinates and supports all SAAR requirements.

(23) Information Technology Waiver Request Form. This form is required before any purchase of computers, ancillary equipment, software, firmware and/or services can be made by I MEF.

Section 6 - General Administration

1. Command and Staff Channels

   a. Command Channel. The administrative chain of command extends from the Commander, US Marine Corps Forces Pacific to the CG, I MEF to his Major Subordinate Commands (MSC); 1st Marine Division (MarDiv), 3d Marine Aircraft Wing (MAW), 1st Marine Logistics Group (MLG) and Major Subordinate Elements (MSE); I MHG, 11th Marine Expeditionary Unit (MEU), 13th MEU, and 15th MEU Commanders. MSC CGs and MSE Commanding Officers may communicate directly with the CG.

   b. Staff Channel. This is the avenue through which the CG issues instructions to and receives information and recommendations from the staff. The CG and DCG normally communicate with the staffs through the C/S. In some instances the CG and DCG deal directly with a staff officer. The responsibility of the staff officer is to inform the C/S of the nature of the discussion and action to be taken.

   c. Scheduling of Appointments. Staff officers desiring meetings of a routine nature with the CG or DCG will work via their AC/S to schedule the event with the respective Aide-de-Camp or SSEC. The C/S will be consulted prior to or during the process of scheduling the meeting.

2. Temporary Succession to Command

   a. Per paragraph 1074, U.S. Navy Regulations, 1990 and unless otherwise directed by competent authority, during the incapacity, absence caused by travel outside the I MEF immediate area leave of the CG, or when designated by competent authority, the DCG temporarily succeeds to command. If, for any reason, the DCG is not available, the C/S shall temporarily succeed to command per paragraphs 0904 and 1074.2a, U.S. Navy Regulations, 1990 and paragraph 1007.2 of the MCM. If the C/S is designated temporary succession

to command, he shall use the title "Commander." The officer succeeding to command shall have authority to issue orders required to carry on the established routine and to perform the administrative functions of the command. Said officer shall be the officer commanding for the time being for the administration and for the exercise of general court-martial jurisdiction within the command.

b. Signatures on official correspondence are per Chapter 2, paragraph 2-14 of SECNAVINST 5216.5D. Use of the term "Acting" is only required when a CG from a MSC succeeds to command. Therefore, per paragraph 1007.2a(1) of the MCM, during those occasions when the DCG succeeds to command, he is not "Acting."

3. <u>Civilian Contractor Oversight</u>. The strategic environment has increasingly become more complex and multi-faceted, resulting in dramatic changes to U.S. National Security priorities and national defense strategies. Political and military instability in the Central Command (CENTCOM) and Pacific Command (PACOM) areas of responsibility (AOR) will remain the focus of U.S. military operations for the foreseeable future. I Marine Expeditionary Force (I MEF) is a lead force provider for the Marine Corps in these theaters. To provide these forces requires continuous man, train and equip actions for deployments, exercises and training evolutions. Conferences, meetings, and document and brief preparations are continuous and include both uniform and civilian personnel. Many of these civilian personnel are contractors conducting actions as lead planners and coordinators. To employ these contractors requires oversight actions by I MEF uniform personnel. Specifically, I MEF personnel who have civilian contractors working directly for them will ensure the following actions are taken:

a. Ensure all adherence to Contracting Officer Representative (COR) rules and responsibilities as set forth by the servicing contract activity if appointed as a COR. Contracted services may be provided crossing multiple staff sections whereby the COR is not in the staff section receiving support. Receiving staff sections shall maintain communication with the appointed COR and respond to deliverables when necessary to ensure adequate contractor oversight.

b. Interface with the CRWG, RMWG, and the MARB to fulfill all processes and procedures to ensure validation, funding, and contracting procedures are captured and executed to meet lead times for continued contract support.

c. Fully understand the contracted requirement and adhere to the contract to preclude "mission creep". Directing a contractor to perform outside the scope of the contract puts the USG at risk and shall be avoided. Direct any questions to I MEF G4 OCS for SME assistance.

4. <u>Leave/Liberty</u>. All General and Special Staff principal leave will be approved by the C/S. Staff deputies will administratively approve the leave in Marine Online. Below the principal level, leave will be approved by the Division/Section. The liberty policy will be published annually via separate correspondence.

5. <u>Sponsorship Program</u>. The G-1 manages the personnel sponsorship program for Marines who are in receipt of PCS orders to the I MEF CE. The G-1 coordinates with staff sections to assign Marines a sponsor to assist them prior to and during their transition.

6. Temporary Additional Duty. All General and Special Staff principals will notify the C/S for TAD approval. Below the principal level, TAD will be approved by the Division/Section.

7. Fitness Reports. Handled IAW Fitness Report Matrix located on SharePoint site. Owner of Fitness Report Matrix is the SSEC.

8. Conference and Meeting Room Use and Scheduling. The following listing of all I MEF conference rooms and booking procedures is listed on the I MEF SharePoint page under Tools.

    a. CG Conference Room

       (1) Location. The CG Conference Room is located on the second deck of building 210701, room 222. This conference room is equipped with VTC, SIPRNET and NIPRNET capability, and can be used for classified Secret briefs. It can hold 48 people.

       (2) Scheduling. Requests to use the CG Conference room will be submitted to I MEF SSEC section. I MEF SSEC personnel will respond to requests and confirm availability.

    b. MOC (G-3)

       (1) OPT Room. The MOC OPT room is located on the first deck of building 210723, room 117. This conference room is equipped with a VTC and multiple computer driven overhead projectors, and can be used for classified Secret briefs. It can hold 15 - 20 people.

       (2) Auditorium. The MOC Auditorium is located on the first deck of building 210723, room 103. This auditorium is equipped with a VTC, multiple computer driven overhead projectors, and microphones. It can be used for classified Secret briefs and can hold 122 people.

       (3) Crow's Nest. The MOC Crow's Nest is located on the second deck of building 210723, room 206. This room is equipped with a VTC and a SMART board overhead projector. It can be used for classified Secret briefs and can hold 12-15 people.

       (4) Conference Room. The MOC Conference Room is located on the first deck of building 210723, room 116. This room is equipped with a white board, and SMART board overhead projector. It can be used for classified Secret briefs and can hold 12-15 people.

       (5) Scheduling. Scheduling is managed by the COPS MOC Watch, NIPRNET email: mccwatch.imef.fct@usmc.mil, phone number: 725-4237. Scheduling oversight is provided by the current Ops Chief and CDO. These spaces are primarily reserved for use by the I MEF staff. Exceptions are made for use of the auditorium on a case-by-case basis. Scheduling may be done on form the G33 COPS SharePoint page:
https://eis.usmc.mil/sites/imef/G3/COPS/default.aspx

    c. G-2 Conference Rooms

       (1) Location. The G-2 maintains two Conference Rooms, one in building 210723 (room 224) and the other in building 210722. The conference rooms are located on the second deck of each building. These spaces are equipped with TS/SCI VTCs, white boards, and can be used for TS/SCI briefs

and/or VTCs. The conference room in building 21703 can seat approximately 20 people and the space in building 210722 has a maximum occupancy of 30 people.

(2) Scheduling. Requests to use G-2 Conference Rooms must be submitted to the I MEF Assistant SSO at (760) 763-2584. The I MEF Assistant SSO will respond to requests and confirm availability. It is imperative that requestors ensure that e-mailed requests sent via the NIPRNET do not include classified information. Prior to submitting requests, requestors will ensure that attendees possess a TS/SCI clearance for admittance/access into G-2 SCIFs.

d. G-4 Conference Room

(1) Location. The G-4 Conference Room is located on the second deck of building 210721, room 209. This room is equipped with Secure and Unclassified VTCs, computer projection onto a flat screen, and can be used for classified Secret material briefings. It can hold 30 people.

(2) Scheduling. Requests to use the G-4 Conference Room must be submitted through the I MEF Operations Section at the following numbers 763-4819 or 763-5373/74. The requestor will include POC information, date, duration and the reason for use. Also, the requestor will be directed to input their request at the G-4 NIPR sharepoint site under the "Quick Link" titled "G-4 Meeting Space Calendar".
https://eis.usmc.mil/sites/imef/G4/SitePages/Operations.aspx
E-mail confirmation of availability will be provided to the requestor.

e. G-6 Conference Room

(1) Location. The G-6 Conference Room is located on the first deck of building 210722, room 105. This room is equipped with Secure and Unclassified VTCs, a SMART board overhead projector, conference calling capability, computer projection onto plasma TV, and can be used for classified Secret material briefings. It can hold 37 people.

(2) Scheduling. Requests to use the G-6 Conference Room must be submitted through the I MEF Communications Chief, Deputy G-6 or G-6 Clerk at the following DSN numbers 725-9175 or 725-9176. Upon confirmation of availability, POC information and the reason for use will be added to the G-6 Conference Room Calendar by the G-6 Clerk for tracking.

f. G-7 Conference Room

(1) Location. The G-7 Conference Room is located on the first deck of building 210821, across from the administration shop. This room is equipped with a SMART board overhead projector, and computer driven projector. It can be used for classified Secret briefs and can hold 20 people.

(2) Scheduling. Requests for use should go through the G-7 Admin Chief at 725-9259.

g. I MEF Pergola

(1) Location. Located in the open area between the MOC and building 210701. Remote sound and microphone are available with prior coordination.

(2) <u>Scheduling</u>. Requests to use the Courtyard will be submitted to I MEF SSEC or Protocol sections. I MEF SSEC or Protocol personnel will respond to requests and confirm availability.

Chapter 5 - List of Acronyms and Abbreviations

AAWG	Amphibious Advocacy Working Group
AC/S	Assistant Chief of Staff
ADOS	Active Duty Operational Support
AIS	Automated Information Systems
AMHS	Automated Message Handling System
AO	Approving/Authorizing Official
AOR	Area of Responsibility
AR	Active Reserve
AT	Antiterrorism
AT/FP	Antiterrorism Force Protection
ATC	Advisor Training Cell
ATO	Antiterrorism Officer
AU	Assessable Unit
B2C2WG	Boards, Bureaus, Centers, Cells and Working Groups
BCD	Battle Command Display
BFT	Blue Force Tracker
BLT	Battalion Landing Team
BOGSAT	Bunch of Guys Sitting Around Talking
BUMED	Bureau of Medicine
C2	Command and Control
C2PC	Command and Control Personal Computer
C/S	Chief of Staff
CA	Civil Affairs
CBA	Centrally Billed Account
CBRN	Chemical, Biological, Radiological and Nuclear
CCIR	Commander's Critical Information Requirement
CDO	Command Duty Officer
CE	Command Element
CENTCOM	Central Command
CENTRIX	Combined Enterprise Regional Information Exchange
CERTEX	Certification Exercise
CI	Counterintelligence
CICR	Counterintelligence Collection Requirements
CIG	Command Inspector General
CI/HUMINT	Counterintelligence/Human Intelligence
CIWG	Communications Integration Working Group
CG	Commanding General
CGIP	Commanding General's Inspection Program
CIPP	Counterintelligence Protection Priority
CMC	Commandant of the Marine Corps
CMDMC	Command Master Chief
CMO	Civil Military Operations
CNA	Center for Naval Analyses
CNO	Chief of Naval Operations
CO	Certifying Officer
CO	Commanding Officer
COL	Certifying Officer Legislation
COMTHIRDFLT	Commander, Third Fleet
CONGRINT	Congressional Interest
CONPLAN	Contingency Plan
COP	Common Operational Picture
COPS	Current Operations
COSC	Combat Operational Stress Control
CPOF	Command Post of the Future

CRF	Corrosion Repair Facility
CRSP	Combat Ready Storage Program
CRWG	Civilian Resource Working Group
CSS	Combat Service Support
CTO	Commercial Travel Office
CYD	Current Year Deficiency
DBRM	Daily Battle Rhythm Matrix
DCG	Deputy Commanding General
DCO	Defense Connect Online
DDD	Direct Distance Dial
DENBN	Dental Battalion
DIRLAUTH	Direct Liaison Authority
DISA	Defense Information Systems Agency
DMM	Debt Management Monitor
DMO	Distribution Management Officer (was TMO)
DoD	Department of Defense
DoE	Department of Education
DoJ	Department of Justice
DONCAF	Department of the Navy Central Adjudication Facility
DON-TRACKER	Department of the Navy TRACKER
DoS	Department of State
DOT	Deployment Operations Team
DRRS-MC	Defense Readiness Reporting System - Marine Corps
DSCA	Defense Support of Civil Authorities
DSN	Defense Switched Network
DTA	Defense Travel Administrator
DTMO	Defense Travel Management Office
DTS	Defense Travel System
DVWG	Distinguished Visitor Working Group
ECOMS	Executive Committee of the Medical Staff
EDL	Equipment Density List
EFDS	Expeditionary Force Development System
EKM	Enterprise Knowledge Management
EKMS	Electronic Key Management System
ELMP	Enterprise Level Maintenance Program
EOD.	Explosive Ordnance Disposal
EOS	Executive Off-Site
EXPO	Expeditionary Operations
FASMO	Field Supply and Maintenance Office
FCP	Family Care Plan
FDMA	Frequency Domain Multiple Access
FDP&E	Force Deployment Planning and Execution
FDTA	Finance Defense Travel Administrator
FHP	Force Health Protection
FMWG	Force Management Working Group
FOIA	Freedom of Information Act
FOPS	Future Operations
Forces For	Forces For Unified Commanders
FOS	Feasibility of Support
FP	Focal Point
FRAGO	Fragmentary Order
FRO	Family Readiness Officer
FRTP	Fleet Readiness Training Program
FSR	Field Service Representative
FY	Fiscal Year
GCSS-MC	Global Combat Support System Marine Corps
GEOINT	Geospatial Intelligence
GFM	Global Force Management

GTCC	Government Travel Charge Card
HA/DR	Humanitarian Assistance/Disaster Relief
H-A-S	Higher - Adjacent - Subordinate
HSAP	Health Service Augmentation Program
HSSE	Health Service Support Element
HHQ	Higher Headquarters
HQ	Headquarters
HQMC	Headquarters Marine Corps
HRST	Helicopter Rope Suspension Training
HUMINT	Human Intelligence
I MEF	I Marine Expeditionary Force
I&R	Information and Referral
IA	Individual Augment
IA	Information Assurance
iAPS	Improved Award Processing System
IAW	In accordance with
IBA	Individually Billed Account (GTCC)
ICC	Internal Control Coordinator
ICW	In conjunction with
IDD	Improvised Detection Dogs
ILOC	Intermediate Location
IM	Information Management
IMA	Individual Mobilization Augment
IMO	Information Management Officer
IMR	Individual Medical Readiness
IO	Information Operations
IPB	Intelligence Preparation of the Battle Space
ISMO	Information System Management Officer
ISO	In support of
ISOPREP	Isolated Personnel Report
IT	Information Technology
JOPES	Joint Operation Planning and Execution System
JPAS	Joint Personnel Adjudication System
JSCP	Joint Strategic Capabilities Plan
JSTP	Joint Service Training Program
LAN	Local Area Network
LDTA	Lead Defense Travel Administrator
LOA	Line of Accounting
LOI	Letter of Instruction
LOO	Lines of Operation
LSSS	Legal Services Support Section
MAC	Move, Add, Change
MAID	Mobilization, Activation, Integration, Deactivation
MAGTF	Marine Air Ground Task Force
MARCORLOGBASE	Marine Corps Logistics Base
MarDiv	Marine Division
MARFOR	Marine Force
MARFORRES	Marine Forces Reserve
MARFORPAC	Marine Forces Pacific
MAW	Marine Aircraft Wing
MCATS	Marine Corps Action Tracking System
MCCDC	Marine Corps Combat Development Command
MCIA	Marine Corps Intelligence Activity
MCI WEST	Marine Corps Installations West
MCM	Marine Corps Manual
MCMO	MEF Communication Security Management Office
MCMICP	Marine Corps Managers' Internal Control Program
MCRD	Marine Corps Recruit Depot

MDDOC	MAGTF Deployment Distribution Operations Center MEB
	Marine Expeditionary Brigade
MEU	Marine Expeditionary Unit
MIC	MEF Intelligence Center
MICP	Marine Intelligence Campaign Plan
MHG	MEF Headquarters Group
MLG	Marine Logistics Group
MMEA	Manpower Management Enlisted Assignments
MOC	MEF Operations Center
MOS	Military Occupational Specialty
MOU	Memorandum of Understanding
MPF	Maritime Preposition Force
MRRS	Medical Readiness Reporting System
MSC	Major Subordinate Command
MSE	Major Subordinate Element
MTT	Mobile Training Team
MWG	Manpower Working Group
MYR	Mid-Year Review
NDCCP	Naval Dental Center, Camp Pendleton
NDEA	Non-DTS Entry Agent
NEO	Non-Combatant Evacuation
NIPRNET	Non-Secure Internet Protocol Router Network
NJP	Non-Judicial Punishment
NMCI	Navy and Marine Corps Internet
NRE	Naval Research Enterprise
OAA	Operations, Actions and Activities
OAG	Operational Advisory Group
ODTA	Organizational Defense Travel Administrator
OIC	Officer in Charge
OPT	Operational Planning Team
OPLAN	Operations Plan
P4	Personal For
PA	Public Affairs
PACOM	Pacific Command
PAO	Public Affairs Office
PBX	Public Exchange
PCR	Personnel Casualty Report
PDHRA	Post Deployment Health Readiness Assessment
PIR	Priority Intelligence Requirement
POC	Point of Contact
POM	Program Objective Memorandum
PP&O	Plans, Policy, and Operations
PR	Personnel Recovery
PTP	Pre-deployment Training Program
QFPB	Quarterly Force Preservation Board
R2I	Rapid Response Integration
RA	Reserve Affairs
RE&A	Resource Evaluation and Analysis
RILOC	Return Intermediate Location
RIST	Reserve Integration Support Team
RLO	Reserve Liaison Officer
RO	Reviewing Officer
RO	Routing Official
ROE	Rules of Engagement
RP	Religious Program
RS	Reporting Senior
S&T	Science and Technology
SABRS	Standard Accounting Budget and Reporting System
SAAR	System Authorization Access Request

SARC	Sexual Assault Response Coordinator
SCI	Sensitive Compartmented Information
SCIF	Sensitive Compartmented Information Facility
SERE	Survival Evasion Resistance Escape
SIGINT	Signals Intelligence
SIPRNET	Secure Internet Protocol Routing Network
SIR	Serious Incident Report
SgtMaj	Sergeant Major
SJA	Staff Judge Advocate
SME	Subject Matter Expert
SMS	Short Message Service
SoA	Statement of Assurance
SOCAL	Southern California
SOFA	Status of Forces Agreement
SOTG	Special Operations Training Group
SOUTHCOM	Southern Command
SSO	Special Security Office
SSEC	Staff Secretary
ST&E	Science, Technology, and Experimentation
STE	Secure Terminal Equipment
STO	Special Technical Operations
SVTC	Secure Video Teleconference
TACSOP	Tactical Standard Operating Procedures
TCWS	Tactical Collaborative Work Suite
TDMA	Time Domain Multiple Access
TECG	Tactical Exercise Control Group
TEEP	Training Exercise and Employment Plan
TPFDD	Time Phased Force Deployment Data
TRAP	Tactical Recovery of Aircraft and Personnel
TS	Top Secret
TSC	Theater Security Cooperation
TSCO	Top Secret Control Officer
TWG	Training Working Group
UCMJ	Uniform Code of Military Justice
UCP	Unified Command Plan
UPFRP	Unit Personal Family Readiness Program
USMARCENT	U.S. Marine Corps Forces, Central Command
USMC	United States Marine Corps
USN	United States Navy
USNORTHCOM	U.S. Northern Command
VIP	Very Important Person
VOIP	Voice-Over Internet Protocol
VOSIP	Voice-Over Secure Internet Protocol
VPN	Virtual Private Network
VTC	Video Teleconference
WAN	Wide Area Network
WYWG	While You Were Gone